BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU

ANGMS 3100-BB
2 MAY 1995

OPERATIONS STAFF
Air Rescue Operations

1. Objective. As prescribed in AFI 38-201, *Determining Manpower Requirements*, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower requirement to accomplish the tasks described in the work center description at attachment 1 for varying levels of workload volume in the Operations Staff. The workload volume is inclusive of all aircrew positions and their associated operations staff tasks. Aircrew positions are pilot (both fixed wing and rotary), loadmaster, and airborne radio operator. This ANGMS excludes pararescue personnel.

2. Authority. AFI 10- series and 11- series (formerly 55- and 60- series) of Air Force and Air National Guard directives contain policy and procedural guidance for the Operations Staff work center. This ANGMS has been developed in accordance with procedures contained in AFPAM 38-208V1, *Air Force Management Engineering Program (MEP) Processes*, formerly AFR 25-5. This ANGMS is the result of a functional review study.

3. Applicability. This ANGMS applies to the 129th Air Rescue Group (RQG), Moffett Field Naval Air Station, Sunnyvale, California; and to the 106th RQG, West Hampton Beach, Long Island, New York. This ANGMS does not apply to the 210th RQG, Kulis ANG Base, Anchorage, Alaska.

4. Standard Data:
    a. Classification. Type III.
    b. Approval Date. 24 June 1994
    c. Man-Hour Data Source. Ratio Unit Analysis. (Historical Documents - Functional Model)
    d. Standard Man-hour Equation. $Y = 46.18(X)$
    e. Workload Factor:
        (1) Title. A Unit Aircrew Member Authorized.
            (Excluding Pararescue personnel)
        (2) Definition. The total number of officer aircrew members and supervisory staff with a Flying Position Identifier (FPI) of 1, 2, or 6 funded and authorized in the Flying Squadron and Group excluding Pararescue personnel; and the total number of enlisted aircrew members and supervisory staff with an Air Force Specialty Code prefix of A or M funded and authorized in the Flying Squadron and Group excluding Pararescue personnel.
        (3) Source. Utilizing the Command Manpower Data System, retrieve the most current listing from the Unit Manpower Document for Command 34, File Part B (Military), for a Flying Personnel Authorization by FPI Codes and Flying Personnel Authorizations by prefix. Compute the totals for FPIs and prefixes by unit (group and flying squadron).

5. Application Instructions:
    a. The valid man-hour range of 2840.16 to 4733.60 will not be exceeded.
    b. Obtain the most current workload factor value as detailed in paragraph 4e above.
    c. Substitute this value into the man-hour equation for X.
    d. Solve the standard man-hour equation for total man-hours (Y).
    e. This ANGMS is appropriate for use with peacetime civilian man-hour availability factors.
    f. AF Form 1113, Standard Manpower Table, (Attachment 2) reflects the total required manpower.

6. **Statement of Conditions.** The conditions listed below had no affect on the development of this standard, nor will they affect future applications. Analyses of these levels of service indicate no manpower impact:

    a. Minimum response rates.

    b. Minimum manpower levels.

    c. Standardized crew complements.

    d. Safety considerations.

    e. Aircraft turn-around time.

    f. Length of waiting periods.

    g. Levels of backlog.

    h. Hours of operation.

DONALD W. SHEPPERD
Major General, USAF
Director, Air National Guard

OFFICIAL

DEBORAH GILMORE
Chief
Administrative Services

2 Attachments
1. Work Center Description
2. Standard Manpower Table

WORK CENTER DESCRIPTION

OPERATIONS STAFF
Air Rescue Operations

DIRECT:

1. FLYING/GROUND TRAINING - C-130 PILOT:

1.1. PERFORMS FLYING TRAINING:

1.1.1. PREPARES FOR BRIEFING. Establishes objective, selects the scenario, prepares briefing, pre-mission planning, and performs preparation for flight.

1.1.1.1. PREPARES EVALUATOR PILOT (EP) BRIEFING.

1.1.1.2. PREPARES INSTRUCTOR PILOT (IP) BRIEFING.

1.1.1.3. PREPARES MISSION PILOT (MP) BRIEFING.

1.1.2. CONDUCTS/ATTENDS BRIEFING:

1.1.2.1. CONDUCTS/ATTENDS EP BRIEFING.

1.1.2.2. CONDUCTS/ATTENDS IP BRIEFING.

1.1.2.3. CONDUCTS/ATTENDS MP BRIEFING.

1.1.3. PERFORMS PREFLIGHT. Checks and verifies aircraft readiness, maintenance/service condition, and the exterior and interior.

1.1.3.1. PERFORMS EP PREFLIGHT.

1.1.3.2. PERFORMS IP PREFLIGHT.

1.1.3.3. PERFORMS MP PREFLIGHT.

1.1.4. STARTS TAXI AND TAKES OFF:

1.1.4.1. STARTS EP TAXI AND TAKES OFF.

1.1.4.2. STARTS IP TAXI AND TAKES OFF.

1.1.4.3. STARTS MP TAXI AND TAKES OFF.

1.1.5. FLIES MISSION. Flies mission and briefs in-flight critique, when applicable.

1.1.5.1. FLIES EP MISSION.

1.1.5.2. FLIES IP MISSION.

1.1.5.3. FLIES MP MISSION.

1.1.6. PERFORMS POST FLIGHT. Completes AFTO Form 781, Air Force Operations Research Management System (AFORMS) Aircrew/Mission Flight Data Document, and coordinates with Maintenance.

1.1.6.1. PERFORMS EP POST FLIGHT.

1.1.6.2. PERFORMS IP POST FLIGHT.

1.1.6.3. PERFORMS MP POST FLIGHT.

1.1.7. PERFORMS DEBRIEF. Assesses accomplished objective and debriefs flight.

1.1.7.1. PERFORMS EP DEBRIEF.

1.1.7.2. PERFORMS IP DEBRIEF.

1.1.7.3. PERFORMS MP DEBRIEF.

1.1.8. PERFORMS ABORTED MISSION. Performs aborted flight mission requirements when sortie will not be counted in AFORMS.

1.2. RECEIVES GROUND TRAINING:

1.2.1. RECEIVES SIMULATOR TRAINING.

1.2.2. RECEIVES PHYSIOLOGICAL TRAINING.

1.2.3. RECEIVES EGRESS TRAINING.

1.2.4. RECEIVES RECORD REVIEW.

1.2.5. RECEIVES INTELLIGENCE TRAINING.

1.2.6. RECEIVES AIRBORNE MISSION COMMANDERS TRAINING.

1.2.7. RECEIVES ELECTRONIC WARFARE TRAINING.

1.2.8. RECEIVES WARTIME SAFE PASSAGE TRAINING.

1.2.9. RECEIVES LIFE SUPPORT TRAINING.

1.2.10. RECEIVES CHEMICAL WARFARE TRAINING.

1.3. TAKES EXAMINATION: Takes examination given by the Standardization and Evaluation (STAN/EVAL) office.

1.3.1. TAKES OPEN BOOK EXAMINATION.

1.3.2. TAKES CLOSED BOOK EXAMINATION.

1.3.3. TAKES MARSHALLING EXAMINATION.

2. FLYING/GROUND TRAINING - C-130 NAVIGATOR:

2.1. PERFORMS FLYING TRAINING:

2.1.1. PREPARES FOR BRIEFING. Establishes objective, selects the scenario, prepares briefing, pre-mission planning, and performs preparation for flight.

2.1.1.1. PREPARES EVALUATOR NAVIGATOR (EN) BRIEFING.

2.1.1.2. PREPARES INSTRUCTOR NAVIGATOR (IN) BRIEFING.

2.1.1.3. PREPARES MISSION NAVIGATOR (MN) BRIEFING.

2.1.2. CONDUCTS/ATTENDS BRIEFING:

2.1.2.1. CONDUCTS/ATTENDS EN BRIEFING.

2.1.2.2. CONDUCTS/ATTENDS IN BRIEFING.

2.1.2.3. CONDUCTS/ATTENDS MN BRIEFING.

2.1.3. PERFORMS PREFLIGHT. Checks and verifies aircraft readiness, maintenance/service condition, and the exterior and interior.

2.1.3.1. PERFORMS EN PREFLIGHT.

2.1.3.2. PERFORMS IN PREFLIGHT.

2.1.3.3. PERFORMS MN PREFLIGHT.

2.1.4. STARTS TAXI AND TAKES OFF:

2.1.4.1. STARTS EN TAXI AND TAKES OFF.

2.1.4.2. STARTS IN TAXI AND TAKES OFF.

2.1.4.3. STARTS MN TAXI AND TAKES OFF.

2.1.5. FLIES MISSION. Flies mission and briefs in-flight critique, when applicable.

2.1.5.1. FLIES EN MISSION.

2.1.5.2. FLIES IN MISSION.

2.1.5.3. FLIES MN MISSION.

2.1.6. **PERFORMS POST FLIGHT.** Completes AFTO Form 781, AFORMS Aircrew/Mission Flight Data Document and coordinates with Maintenance.

2.1.6.1. **PERFORMS EN POST FLIGHT.**

2.1.6.2. **PERFORMS IN POST FLIGHT.**

2.1.6.3. **PERFORMS MN POST FLIGHT.**

2.1.7. **PERFORMS DEBRIEF.** Assesses accomplished objective and debriefs flight.

2.1.7.1. **PERFORMS EN DEBRIEF.**

2.1.7.2. **PERFORMS IN DEBRIEF.**

2.1.7.3. **PERFORMS MN DEBRIEF.**

2.1.8. **PERFORMS ABORTED MISSION.** Performs aborted flight mission requirements when sortie will not be counted in AFORMS.

2.2. **RECEIVES GROUND TRAINING:**

2.2.1. **RECEIVES NAVIGATOR REFRESHER TRAINING.**

2.2.2. **RECEIVES PHYSIOLOGICAL TRAINING.**

2.2.3. **RECEIVES EGRESS TRAINING.**

2.2.4. **RECEIVES RECORD REVIEW.**

2.2.5. **RECEIVES INTELLIGENCE TRAINING.**

2.2.6. **RECEIVES AIRBORNE MISSION COMMANDERS TRAINING.**

2.2.7. **RECEIVES ELECTRONIC WARFARE TRAINING.**

2.2.8. **RECEIVES WARTIME SAFE PASSAGE TRAINING.**

2.2.9. **RECEIVES LIFE SUPPORT TRAINING.**

2.2.10. **RECEIVES CHEMICAL WARFARE TRAINING.**

2.3. **TAKES EXAMINATION.** Takes examination given by the STAN/EVAL office.

2.3.1. **TAKES OPEN BOOK EXAMINATION.**

2.3.2. **TAKES CLOSED BOOK EXAMINATION.**

2.3.3. **TAKES MARSHALLING EXAMINATION.**

3. **FLYING/GROUND TRAINING - HELICOPTER PILOT:**

3.1. PERFORMS FLYING TRAINING:

3.1.1. PREPARES FOR BRIEFING. Establishes objective, selects the scenario, prepares briefing, pre-mission planning, and performs preparation for flight.

3.1.1.1. PREPARES EP BRIEFING.

3.1.1.2. PREPARES IP BRIEFING.

3.1.1.3. PREPARES MP BRIEFING.

3.1.2. CONDUCTS/ATTENDS BRIEFING:

3.1.2.1. CONDUCTS/ATTENDS EP BRIEFING.

3.1.2.2. CONDUCTS/ATTENDS IP BRIEFING.

3.1.2.3. CONDUCTS/ATTENDS MP BRIEFING.

3.1.3. PERFORMS PREFLIGHT. Checks and verifies aircraft readiness, maintenance/service condition, and the exterior and interior.

3.1.3.1. PERFORMS EP PREFLIGHT.

3.1.3.2. PERFORMS IP PREFLIGHT.

3.1.3.3. PERFORMS MP PREFLIGHT.

3.1.4. STARTS TAXI AND TAKES OFF:

3.1.4.1. STARTS EP TAXI AND TAKES OFF.

3.1.4.2. STARTS IP TAXI AND TAKES OFF.

3.1.4.3. STARTS MP TAXI AND TAKES OFF.

3.1.5. FLIES MISSION. Flies mission and briefs in-flight critique, when applicable.

3.1.5.1. FLIES EP MISSION.

3.1.5.2. FLIES IP MISSION.

3.1.5.3. FLIES MP MISSION.

3.1.6. PERFORMS POST FLIGHT. Completes AFTO Form 781, AFORMS Aircrew/Mission Flight Data Document, and coordinates with Maintenance.

3.1.6.1. PERFORMS EP POST FLIGHT.

3.1.6.2. PERFORMS IP POST FLIGHT.

3.1.6.3. PERFORMS MP POST FLIGHT.

3.1.7. PERFORMS DEBRIEF. Assesses accomplished objective and debriefs flight.

3.1.7.1. PERFORMS EP DEBRIEF.

3.1.7.2. PERFORMS IP DEBRIEF.

3.1.7.3. PERFORMS MP DEBRIEF.

3.1.8. PERFORMS ABORTED MISSION. Performs aborted flight mission requirements when sortie will not be counted in AFORMS.

3.2. RECEIVES GROUND TRAINING:

3.2.1. RECEIVES SIMULATOR TRAINING.

3.2.2. RECEIVES PHYSIOLOGICAL TRAINING.

3.2.3. RECEIVES EGRESS TRAINING.

3.2.4. RECEIVES RECORD REVIEW.

3.2.5. RECEIVES INTELLIGENCE TRAINING.

3.2.6. RECEIVES AIRBORNE MISSION COMMANDERS TRAINING.

3.2.7. RECEIVES ELECTRONIC WARFARE TRAINING.

3.2.8. RECEIVES WARTIME SAFE PASSAGE TRAINING.

3.2.9. RECEIVES LIFE SUPPORT TRAINING.

3.2.10. RECEIVES CHEMICAL WARFARE TRAINING.

3.3. TAKES EXAMINATION. Takes examination given by the STAN/EVAL office.

3.3.1. TAKES OPEN BOOK EXAMINATION.

3.3.2. TAKES CLOSED BOOK EXAMINATION.

3.3.3. TAKES MARSHALLING EXAMINATION.

4. OPERATIONS TRAINING - C-130 RATED AIRCREW:

4.1. PREPARES UNIT TRAINING PLAN:

4.1.1. COORDINATES UNIT TRAINING PLAN. Coordinates development of training plan and priority with the Director of Operations (DO) and coordinates with other Operations work center for input.

4.1.2. PREPARES PLAN. Compiles input and prepares training plan.

4.1.3. PUBLISHES PLAN. Publishes training plan and distributes to Operations personnel.

4.1.4. REVISES TRAINING PLAN. Reviews plan, coordinates changes with work center personnel, and makes revision to training plan.

4.2. PREPARES INDIVIDUAL TRAINING REQUIREMENT:

4.2.1. REVIEWS NEWLY ASSIGNED AIRCREW RECORD:

4.2.1.1. ASSESSES NEWLY ASSIGNED AIRCREW RECORD. Reviews record and determines qualification training necessary to make or sustain mission ready (MR) status and forwards record to the DO for review.

4.2.1.2. ASSESSES AIRCREW QUALIFICATION. Reviews record and determines mission pilot, instructor pilot, or Standardization/Evaluation Flight Examiner (SEFE) status of member and the appropriate training requirement.

4.2.2. REVIEWS UNIT LEVEL FLYING TRAINING SYLLABUS. Reviews mission qualification training (MQT) syllabus and specialized task syllabus, coordinates syllabus with appropriate work center personnel and aircrew member, and makes change as required.

4.2.3. PREPARES NOTIFICATION OF TRAINING REQUIREMENT. Outlines individual training requirement, prepares letter to aircrew, and coordinates training requirement with appropriate office.

4.2.4. ASSIGNS TRAINING TABLE TO INDIVIDUAL. Assigns training table to individual and forwards to the AFORMS office for entry.

4.2.5. REVIEWS AFORMS TRAINING PRODUCT. Requests training summary, report, or list and reviews status of aircrew.

4.3. MONITORS AIRCREW TRAINING STATUS:

4.3.1. PREPARES TRAINING SUSPENSE NOTICE. Prepares training suspense notice to ensure training requirement is met.

4.3.2. REVIEWS ADDITIONAL TRAINING ACCOMPLISHMENT FORM. Reviews training accomplishment form or coordinates with the appropriate function, verifies and documents accomplished training, and forwards to the AFORMS office for update.

4.3.3. PREPARES GROUND TRAINING MAKEUP LETTER. Prepares ground training makeup letter for individual missing training session, forwards to individual, and files copy in training summary folder.

4.3.4. REVIEWS TRAINING EVENT COMPLETION. Reviews training accomplishment form for discrepancy, makes correction as required, and annotates for AFORMS update.

4.3.5. REVIEWS TRAINING FOLDER. Reviews training folder for completeness and notifies the appropriate work center of incomplete training.

4.3.6. DOCUMENTS UPGRADE TRAINING PROGRAM SYLLABUS COMPLETED. Documents

completed upgrade training program, notifies appropriate operations work center, and forwards to the AFORMS office for update.

4.3.7. PREPARES TRAINING DEFICIENCY NOTIFICATION. Prepares notification of individual training deficiency and corrective action, forwards to individual, the DO, and other office as appropriate.

4.3.8. PROCESSES WAIVER REQUEST. Reviews request for waiver to training requirement, obtains the DO approval, and forwards request to higher headquarters (HHQ).

4.3.9. REVIEWS AIRCREW QUALIFICATION. Reviews record and determines MP, IP, or SEFE status of member and appropriate training requirement.

4.4. REPORTS STATUS OF CONTINUATION AND ADDITIONAL TRAINING:

4.4.1. PREPARES BRIEFING. Compiles data and prepares briefing.

4.4.2. CONDUCTS BRIEFING. Conducts briefing on training status to the DO and Operations personnel.

4.4.3. PREPARES TRAINING REPORT. Obtains input from the Operations work centers, prepares report, and forwards to the DO.

4.5. EVALUATES TRAINING PROGRAM:

4.5.1. REVIEWS REPORT AND TREND ANALYSIS DATA. Reviews current training program and identifies pertinent information associated with operational training to enhance unit training effectiveness.

4.5.2. ADVISES THE DO. Advises the DO either formally or informally on the status of new and ongoing training program.

4.5.3. REVIEWS OTHER WORK CENTER TRAINING PROGRAM. Reviews work center training program, course syllabus, and lesson plan for realistic training simulating condition anticipated in accomplishing the unit mission.

4.5.4. PROVIDES TECHNICAL GUIDANCE. Provides technical guidance and training clarification to work center supervisor on achieving the training objective and standard while avoiding duplication of training requirement.

4.6. PREPARES TRAINING SUMMARY FOR ATTACHED STAFF.

4.7. PREPARES OPERATIONS INPUT TO SORTS.

4.8. OBTAINS AIRCREW FLYING TRAINING SCHOOL.

4.9. PRORATES FLYING TRAINING REQUIREMENT.

4.10. ATTENDS TRAINING CONFERENCE/SEMINAR.

4.11. REQUESTS TRAINING DAYS FROM HHQ.

4.12. PARTICIPATES ON TRAINING REVIEW BOARD. Participates on training review board when training goes past training completion time.

4.13. SERVES ON CERTIFICATION BOARD. Serves on certification board when a crew member upgrades.

4.14. COMPLETES GRADUATE PROGRESS SURVEY FORM.

4.15. MAINTAINS TRAINING PUBLICATION. Maintains and distributes training publication to aircrew.

4.16. MAINTAINS TRAINING PRODUCT. Maintains training product and program for use on Unit Training Assembly (UTA) and individual training and ensures material is up-to-date.

4.17. CONDUCTS INDIVIDUAL TRAINING. Conducts individual training during the normal work week when unable to be completed during UTA.

4.18. ATTENDS SCHEDULING/TRAINING MEETING:

4.18.1. ATTENDS AIRCRAFT MAINTENANCE MEETING. Attends weekly scheduling/training meeting with aircraft maintenance.

4.18.2. ATTENDS UNIT MEETING. Attends weekly scheduling/training meeting with unit aircrew sections.

4.19. ASSISTS IN DEVELOPING EXECUTION PLAN FOR ROUTINE EXERCISE:

4.19.1. REVIEWS EXERCISE PLAN. Reviews, coordinates, and provides input to exercise plan.

4.19.2. ATTENDS EXERCISE MEETING.

4.19.3. PROVIDES INPUT TO EXERCISE AFTER-ACTION REPORT.

4.20. PROVIDES INPUT TO CONUS DEPLOYMENT/EXERCISE REPRESENTATIVE:

4.20.1. REVIEWS DEPLOYMENT/EXERCISE PLAN. Reviews, coordinates, and provides input to ORI/AFT deployment/exercise plan.

4.20.2. ATTENDS DEPLOYMENT/EXERCISE MEETING.

4.20.3. PROVIDES INPUT TO DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.

4.21. PROVIDES INPUT TO OVERSEAS DEPLOYMENT/EXERCISE REPRESENTATIVE:

4.21.1. REVIEWS DEPLOYMENT/EXERCISE PLAN. Reviews, coordinates, and provides input to deployment/exercise plan.

4.21.2. ATTENDS DEPLOYMENT/EXERCISE MEETING.

4.21.3. PROVIDES INPUT TO DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.

4.1.22. PREPARES UTA SCHEDULE:

4.1.22.1. REVIEWS TRAINING REQUIREMENT.

4.1.22.2. DEVELOPS TRAINING PROGRAM FOR UTA.

4.1.22.3. COORDINATES WITH APPROPRIATE OFFICE.

4.1.22.4. PUBLISHES SCHEDULE. Publishes schedule for distribution on UTA.

4.1.22.5. NOTIFIES GUARDSMEN. Notifies guardsmen, as required, due to special training requirement.

4.1.22.6. REVIEWS CLASSROOM REQUIREMENT.

4.1.22.7. COORDINATES AND SCHEDULES GUEST SPEAKER FOR TRAINING SESSION.

4.1.22.8. PERFORMS POST UTA PROCESSING.

5. OPERATIONS TRAINING - HELICOPTER:

5.1. PREPARES UNIT TRAINING PLAN:

5.1.1. COORDINATES UNIT TRAINING PLAN. Coordinates development of training plan and priority with the DO and coordinates with other Operations work center for input.

5.1.2. PREPARES PLAN. Compiles input and prepares training plan.

5.1.3. PUBLISHES PLAN. Publishes training plan and distributes to Operations personnel.

5.1.4. REVISES TRAINING PLAN. Reviews plan, coordinates changes with work center personnel, and makes revision to training plan.

5.2. PREPARES INDIVIDUAL TRAINING REQUIREMENT:

5.2.1. REVIEWS NEWLY ASSIGNED AIRCREW RECORD:

5.2.1.1. ASSESSES NEWLY ASSIGNED AIRCREW RECORD. Reviews record and determines qualification training necessary to make or sustain MR status and forwards record to the DO for review.

5.2.1.2. ASSESSES AIRCREW QUALIFICATION. Reviews record and determines MP, IP, or SEFE status of member and the appropriate training requirement.

5.2.2. REVIEWS UNIT LEVEL FLYING TRAINING SYLLABUS. Reviews MQT syllabus and specialized task syllabus, coordinates syllabus with appropriate work center personnel and aircrew member, and makes change as required.

5.2.3. PREPARES NOTIFICATION OF TRAINING REQUIREMENT. Outlines individual training requirement, prepares letter to aircrew, and coordinates training requirement with appropriate office.

5.2.4. ASSIGNS TRAINING TABLE TO INDIVIDUAL. Assigns training table to individual and forwards to the AFORMS office for entry.

5.2.5. REVIEWS AFORMS TRAINING PRODUCT. Requests training summary, report, or list and reviews status of aircrew.

5.3. MONITORS AIRCREW TRAINING STATUS:

5.3.1. PREPARES TRAINING SUSPENSE NOTICE. Prepares training suspense notice to ensure training requirement is met.

5.3.2. REVIEWS ADDITIONAL TRAINING ACCOMPLISHMENT FORM. Reviews training accomplishment form or coordinates with the appropriate function, verifies and documents accomplished training, and forwards to the AFORMS office for update.

5.3.3. PREPARES GROUND TRAINING MAKEUP LETTER. Prepares ground training makeup letter for individual missing training session, forwards to individual, and files copy in training summary folder.

5.3.4. REVIEWS TRAINING EVENT COMPLETION. Reviews training accomplishment form for discrepancy, makes correction as required, and annotates for AFORMS update.

5.3.5. REVIEWS TRAINING FOLDER. Reviews training folder for completeness and notifies the appropriate work center of incomplete training.

5.3.6. DOCUMENTS UPGRADE TRAINING PROGRAM SYLLABUS COMPLETED. Documents completed upgrade training program, notifies appropriate Operations work center, and forwards to the AFORMS office for update.

5.3.7. PREPARES TRAINING DEFICIENCY NOTIFICATION. Prepares notification of individual training deficiency and corrective action, forwards to individual, the DO, and other office as appropriate.

5.3.8. PROCESSES WAIVER REQUEST. Reviews request for waiver to training requirement, obtains the DO approval, and forwards request to HHQ.

5.3.9. REVIEWS AIRCREW QUALIFICATION. Reviews record and determines MP, IP, or SEFE status of member and appropriate training requirement.

5.4. REPORTS STATUS OF CONTINUATION AND ADDITIONAL TRAINING:

5.4.1. PREPARES BRIEFING. Compiles data and prepares briefing.

5.4.2. CONDUCTS BRIEFING. Conducts briefing on training status to the DO and Operations personnel.

5.4.3. PREPARES TRAINING REPORT. Obtains input from the Operations work centers, prepares report, and forwards to the DO.

5.5. EVALUATES TRAINING PROGRAM:

5.5.1. REVIEWS REPORT AND TREND ANALYSIS DATA. Reviews current training program and identifies pertinent information associated with operational training to enhance unit training effectiveness.

5.5.2. ADVISES THE DO. Advises the DO either formally or informally on the status of new and ongoing training program.

5.5.3. REVIEWS OTHER WORK CENTER TRAINING PROGRAM. Reviews work center training program, course syllabus, and lesson plan for realistic training simulating condition anticipated in accomplishing the unit mission.

5.5.4. PROVIDES TECHNICAL GUIDANCE. Provides technical guidance and training clarification to work center supervisor on achieving the training objective and standard while avoiding duplication of training requirement.

5.2.6. PREPARES TRAINING SUMMARY FOR ATTACHED STAFF.

5.2.7. PREPARES OPERATIONS INPUT TO SORTS.

5.2.8. OBTAINS AIRCREW FLYING TRAINING SCHOOL.

5.2.9. PRORATES FLYING TRAINING REQUIREMENT.

5.2.10. ATTENDS TRAINING CONFERENCE/SEMINAR.

5.2.11. REQUESTS TRAINING DAYS FROM HHQ.

5.2.12. PARTICIPATES ON TRAINING REVIEW BOARD. Participates on training review board when training goes past training completion time.

5.2.13. SERVES ON CERTIFICATION BOARD. Serves on certification board when a crew member upgrades.

5.2.14. COMPLETES GRADUATE PROGRESS SURVEY FORM.

5.2.15. MAINTAINS TRAINING PUBLICATION. Maintains and distributes training publication to aircrew.

5.2.16. MAINTAINS TRAINING PRODUCT. Maintains training product and program for use on UTA and individual training and ensures material is up-to-date.

5.2.17. CONDUCTS INDIVIDUAL TRAINING. Conducts individual training during the normal work week when unable to be completed during UTA.

5.2.18. ATTENDS SCHEDULING/TRAINING MEETING:

5.2.18.1. ATTENDS AIRCRAFT MAINTENANCE MEETING. Attends weekly scheduling/training meeting with Aircraft Maintenance.

5.2.18.2. ATTENDS UNIT MEETING. Attends weekly scheduling/training meeting with unit aircrew sections.

5.2.19. ASSISTS IN DEVELOPING EXECUTION PLAN FOR ROUTINE EXERCISE:

5.2.19.1. REVIEWS EXERCISE PLAN. Reviews, coordinates, and provides input to exercise plan.

5.2.19.2. ATTENDS EXERCISE MEETING.

5.2.19.3. PROVIDES INPUT TO EXERCISE AFTER-ACTION REPORT.

5.2.20. PROVIDES INPUT TO CONUS DEPLOYMENT/EXERCISE REPRESENTATIVE:

5.2.20.1. REVIEWS DEPLOYMENT/EXERCISE PLAN. Reviews, coordinates, and provides input to ORI/AFT deployment/exercise plan.

5.2.20.2. ATTENDS DEPLOYMENT/EXERCISE MEETING.

5.2.20.3. PROVIDES INPUT TO DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.

5.2.21. PROVIDES INPUT TO OVERSEAS DEPLOYMENT/EXERCISE REPRESENTATIVE:

5.2.21.1. REVIEWS DEPLOYMENT/EXERCISE PLAN. Reviews, coordinates, and provides input to deployment/exercise plan.

5.2.21.2. ATTENDS DEPLOYMENT/EXERCISE MEETING.

5.2.21.3. PROVIDES INPUT TO DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.

5.2.22. PREPARES UTA SCHEDULE:

5.2.22.1. REVIEWS TRAINING REQUIREMENT.

5.2.22.2. DEVELOPS TRAINING PROGRAM FOR UTA.

5.2.22.3. COORDINATES WITH APPROPRIATE OFFICE.

5.2.22.4. PUBLISHES SCHEDULE. Publishes schedule for distribution on UTA.

5.2.22.5. NOTIFIES GUARDSMEN. Notifies guardsmen, as required, due to special training requirement.

5.2.22.6. REVIEWS CLASSROOM REQUIREMENT.

5.2.22.7. COORDINATES AND SCHEDULES GUEST SPEAKER FOR TRAINING SESSION.

5.2.22.8. PERFORMS POST UTA PROCESSING.

6. STANDARDIZATION AND EVALUATION:

6.1. MANAGES THE HC-130 PILOT STAN/EVAL PROGRAM:

6.1.1. ADMINISTERS FLIGHT EVALUATION PROGRAM:

6.1.1.1. REVIEWS INCOMING FLIGHT EVALUATION FOLDER (FEF). Reviews FEF for newly assigned aircrew member to determine eligibility period, past experience, needed evaluations, and required special training.

6.1.1.2. MONITORS EVALUATION REQUIREMENT. Tracks evaluation requirement from eligibility zone.

6.1.1.3. COLLECTS INPUT. Collects flight evaluation input from other work centers.

6.1.1.4. DEVELOPS OR UPDATES EVALUATION PROFILE OR SCENARIO.

6.1.2. ADMINISTERS GROUND EVALUATION. Prepares, administers, and grades test.

6.1.2.1. ADMINISTERS EMERGENCY PROCEDURE EVALUATION.

6.1.2.2. CONDUCTS INSTRUMENT REFRESHER EXAMINATION:

6.1.2.2.1. PREPARES TEST.

6.1.2.2.2. ADMINISTERS TEST.

6.1.2.2.3. GRADES AND RECORDS TEST RESULT.

6.1.2.3. CONDUCTS CLOSED BOOK EXAMINATION:

6.1.2.3.1. PREPARES TEST.

6.1.2.3.2. ADMINISTERS TEST.

6.1.2.3.3. GRADES AND RECORDS TEST RESULT.

6.1.2.4. CONDUCTS OPEN BOOK EXAMINATION:

6.1.2.4.1. PREPARES TEST.

6.1.2.4.2. ADMINISTERS TEST.

6.1.2.4.3. GRADES AND RECORDS TEST RESULT.

6.1.2.5. CONDUCTS CRITICAL ACTION PROCEDURE OR BOLD FACE TEST:

6.1.2.5.1. PREPARES TEST.

6.1.2.5.2. ADMINISTERS TEST.

6.1.2.5.3. GRADES AND RECORDS TEST RESULT.

6.1.2.6. CONDUCTS TACTICAL EXAMINATION:

6.1.2.6.1. PREPARES TEST.

6.1.2.6.2. ADMINISTERS TEST.

6.1.2.6.3. GRADES AND RECORDS TEST RESULT.

6.1.2.7. CONDUCTS MARSHALLING EXAMINATION:

6.1.2.7.1. PREPARES TEST.

6.1.2.7.2. ADMINISTERS TEST.

6.1.2.7.3. GRADES AND RECORDS TEST RESULT.

6.1.2.8. CONDUCTS SEFE EXAMINATION:

6.1.2.8.1. PREPARES TEST.

6.1.2.8.2. ADMINISTERS TEST.

6.1.2.8.3. GRADES AND RECORDS TEST RESULT.

6.1.2.9. CONDUCTS FLIGHT SURGEON EXAMINATION:

6.1.2.9.1. PREPARES TEST.

6.1.2.9.2. ADMINISTERS TEST.

6.1.2.9.3. GRADES AND RECORDS TEST RESULT.

6.1.2.10. CONDUCTS INSTRUCTOR EXAMINATION:

6.1.2.10.1. PREPARES TEST.

6.1.2.10.2. ADMINISTERS TEST.

6.1.2.10.3. GRADES AND RECORDS TEST RESULT.

6.1.2.11. CONDUCTS SUPERVISOR OF FLYING (SOF) EXAMINATION:

6.1.2.11.1. PREPARES TEST.

6.1.2.11.2. ADMINISTERS TEST.

6.1.2.11.3. GRADES AND RECORDS TEST RESULT.

6.1.2.12. MAINTAINS AIRCREW EXAMINATION PROGRAM:

6.1.2.12.1. REVIEWS MASTER QUESTION FILE (MQF). Reviews unit MQF for content and currency and collects input from aircrew member.

6.1.2.12.2. PREPARES OR UPDATES LOCAL MQF.

6.1.2.13. MAINTAINS EMERGENCY PROCEDURE EVALUATION PROGRAM:

6.1.2.13.1. COLLECTS SCENARIO INPUT. Collects scenario input from Operations Training, Intelligence, Safety, Tactics.

6.1.2.13.2. MAINTAINS EVALUATION PROFILE.

6.1.2.14. ADMINISTERS DROP ZONE CONTROL OFFICER (DZCO) PROGRAM. Maintains DZCO material and ensures personnel are qualified to perform DZCO duties.

6.1.3. PREPARES AND CONTROLS AF FORM 8, CERTIFICATE OF AIRCREW QUALIFICATION:

6.1.3.1. PREPARES AF FORM 8 SHELL. Prepares AF Form 8 shell by providing eligibility period, type of flight evaluation, and requisite.

6.1.3.2. REVIEWS FOR ACCURACY.

6.1.3.3. CHECKS DRAFT FLIGHT EVALUATION RESULT. Checks draft flight evaluation results, narrative description of mission, and notes discrepancies and required corrective action.

6.1.3.4. FINALIZES AF FORM 8. Finalizes AF Form 8 evaluation data.

6.1.3.5. ROUTES AND TRACKS AF FORM 8. Routes and tracks AF Form 8 through routing system and documents status.

6.1.3.6. PREPARES DOCUMENTATION ROUTING BREAKDOWN. Prepares memo for record (MFR) or other documentation for AF Form 8 that exceeds time limit from completion of AF Form 8 for inclusion in FEF.

6.1.3.7. TRACKS ADDITIONAL TRAINING COMPLETION. Updates additional training log or computer product of additional training completion.

6.1.3.8. ESTABLISHES PROCEDURE FOR AF FORM 8. Establishes procedure to control AF Forms 8 prior to submission to approving official.

6.1.4. PERFORMS TREND ANALYSIS:

6.1.4.1. COLLECTS AND ANALYZES DATA. Collects and analyzes data to identify adverse trend.

6.1.4.2. RECOMMENDS CORRECTIVE ACTION. Recommends corrective action for adverse trend and prepares appropriate documentation.

6.1.4.3. DISSEMINATES TREND INFORMATION. Disseminates trend information to flying squadron and HHQs.

6.1.4.4. DOCUMENTS FOLLOW-UP ACTION. Sends letter to appropriate person or squadron for corrective action, documents completion of corrective action, prepares letter of training requirement, and forwards to appropriate agency.

6.1.5. ADMINISTERS STAN/EVAL BOARD:

6.1.5.1. PREPARES INITIAL AGENDA LETTER.

6.1.5.2. REVIEWS STAN/EVAL INPUT.

6.1.5.3. PREPARES FINAL AGENDA LETTER.

6.1.5.4. REVIEWS FOR STAN/EVAL BOARD. Finalizes trend data and prepares documentation and visual aid for Stan/Eval Board.

6.1.5.5. CONDUCTS STAN/EVAL BOARD.

6.1.5.6. PROCESSES STAN/EVAL BOARD MINUTES. Prepares, staffs, and distributes Stan/Eval Board minutes.

6.1.5.7. PERFORMS FOLLOW-UP. Performs follow-up on board open agenda item.

6.1.5.8. MONITORS CLOSED AGENDA ITEM. Tracks closed agenda item until reported at next Stan/Eval Board.

6.1.6. ATTENDS STAN/EVAL CONFERENCE.

6.1.7. SCHEDULES STAN/EVAL PERSONNEL:

6.1.7.1. GATHERS SCHEDULING INPUT. Collects request for evaluation.

6.1.7.2. DEVELOPS SCHEDULE. Develops schedule for flying and additional duties.

6.1.7.3. RESOLVES SCHEDULE CONFLICT.

6.1.8. MAINTAINS STAN/EVAL PUBLICATION FILE.

6.1.8.1. MAINTAINS FLIGHT CREW INFORMATION FILE (FCIF) FUNCTIONAL PUBLICATION LIBRARY:

6.1.8.1.1. POSTS CHANGE OR REVISION.

6.1.8.1.2. ORDERS NEW PUBLICATION. Submits request for new or replacement publication to Operations Administration work center.

6.1.8.1.3. PUBLISHES MASTER FCIF INDEX. Reviews, updates, and publishes master FCIF index.

6.1.8.1.4. INSPECTS UNIT FCIF LIBRARY.

6.1.8.1.5. REVIEWS FCIF CURRENCY. Reviews FCIF library for currency.

6.1.8.2. MAINTAINS FLYING TECHNICAL ORDER REQUIREMENT:

6.1.8.2.1. REVIEWS, DRAFTS, AND DISTRIBUTES CHANGE OR REVISION. Reviews, drafts, and distributes change or revision to flying technical order.

6.1.8.2.2. POSTS CHANGE OR REVISION.

6.1.8.2.3. ORDERS NEW TECHNICAL ORDER.

6.1.8.3. MANAGES AF FORM 847, RECOMMENDATION FOR CHANGE OF PUBLICATION PROGRAM:

6.1.8.3.1. RECEIVES AND LOGS AF FORM 847.

6.1.8.3.2. REVIEWS AND COMPLETES AF FORM 847. Reviews and completes AF Form 847 and returns invalid AF Form 847 to originator.

6.1.8.3.3. FORWARDS AF FORM 847 TO HHQs.

6.1.8.3.4. TRACKS STATUS OF AF FORM 847. Periodically checks status of open AF Form 847 with HHQs.

6.1.8.4. MAINTAINS PUBLICATION/DIRECTIVE:

6.1.8.4.1. REVIEWS HHQs PUBLICATION/DIRECTIVE. Reviews new HHQs publication/directive or change to publication/directive and provides input for inclusion as appropriate.

6.1.8.4.2. **UPDATES UNIT SUPPLEMENT TO ANG 55-SERIES REGULATION.**

6.1.8.4.3. **UPDATES UNIT QUARTERLY FLIGHT CREW BULLETIN.**

6.1.8.4.4. **UPDATES FLYING TECHNICAL ORDER.** Updates flying technical order IAW AFR 60-9, Airlift Mobility Command (AMC) Supplement 1.

6.1.9. **PARTICIPATES IN DEPLOYMENT/EXERCISE PLAN DEVELOPMENT:**

6.1.9.1. **ASSISTS IN DEVELOPING EXECUTION PLAN FOR ROUTINE EXERCISE:**

6.1.9.1.1. **REVIEWS EXERCISE PLAN.** Reviews, coordinates, and provides input to exercise plan.

6.1.9.1.2. **ATTENDS EXERCISE MEETING.**

6.1.9.1.3. **PROVIDES INPUT TO EXERCISE AFTER-ACTION REPORT.**

6.1.9.2. **PROVIDES INPUT TO CONUS DEPLOYMENT/EXERCISE REPRESENTATIVE:**

6.1.9.2.1. **REVIEWS DEPLOYMENT/EXERCISE PLAN.** Reviews, coordinates, and provides input to ORI/AFT deployment/exercise plan.

6.1.9.2.2. **ATTENDS DEPLOYMENT/EXERCISE MEETING.**

6.1.9.2.3. **PROVIDES INPUT TO DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.**

6.1.9.3. **PROVIDES INPUT TO OVERSEAS DEPLOYMENT/EXERCISE REPRESENTATIVE:**

6.1.9.3.1. **REVIEWS DEPLOYMENT/EXERCISE PLAN.** Reviews, coordinates, and provides input to deployment/exercise plan.

6.1.9.3.2. **ATTENDS DEPLOYMENT/EXERCISE MEETING.**

6.1.9.3.3. **PROVIDES INPUT TO DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.**

6.1.10. **ADMINISTERS SOF TRAINING PROGRAM:**

6.1.10.1. **DEVELOPS TRAINING MATERIAL.**

6.1.10.2. **COMPILES TRAINING MATERIAL.**

6.1.10.3. **DEVELOPS TEST.**

6.1.10.4. **CONDUCTS CERTIFICATION.**

6.1.10.5. **MONITORS SOF CERTIFICATION.**

6.1.10.6. **CONDUCTS ANNUAL MEETING.**

6.1.10.7. **MAINTAINS SOF READING FILE.**

6.1.10.8. MAINTAINS SOF KIT.

6.1.11. MAINTAINS AND PRESENTS LOCAL AREA PROCEDURE BRIEFING:

6.1.11.1. MAINTAINS LOCAL AREA PROCEDURE BRIEFING. Reviews local area flying procedure briefing and updates as required.

6.1.11.2. BRIEFS LOCAL AREA PROCEDURE.

6.1.12. INVESTIGATES AIRSPACE VIOLATION/INCIDENT.

6.1.13. COORDINATES WITH SAFETY AND QUALITY ASSURANCE. Coordinates with Safety and Quality Assurance on flight mishap information for applicability and necessary action.

6.1.14. REVIEWS MESSAGE TRAFFIC. Reviews message traffic for action item for Flight Crew Information File (FCIF) and/or crew member. Reviews, analyzes, and disseminates information from message traffic.

6.1.15. REVIEWS AFTO FORM 781. Reviews AFTO Form 781, AFORM Aircrew/Missing Flight Data Document, for accuracy and completeness.

6.1.16. DEVELOPS VISUAL AID. Prepares and updates briefing room publication, briefing guide, and other visual aid material to support Stan/Eval.

6.1.16.1. PREPARES AIRCREW VISUAL AID.

6.1.16.2. UPDATES BRIEFING GUIDE/MATERIAL.

6.1.17. PREPARES FOR UTA:

6.1.17.1. PREPARES UTA SCHEDULE/TRAINING MATERIAL.

6.1.17.2. SETS UP CLASSROOM.

6.1.17.3. COORDINATES AND SCHEDULES GUEST SPEAKER.

6.1.17.4. PERFORMS POST UTA PROCESSING.

6.2. MANAGES THE STAN/EVAL HC-130 NAVIGATOR PROGRAM:

6.2.1. ADMINISTERS FLIGHT EVALUATION PROGRAM:

6.2.1.1. REVIEWS INCOMING FEF. Reviews FEF for newly assigned aircrew member to determine eligibility period, past experience, needed evaluations, and required special training.

6.2.1.2. MONITORS EVALUATION REQUIREMENT. Tracks evaluation requirement from eligibility zone.

6.2.1.3. COLLECTS INPUT. Collects flight evaluation input from other work centers.

6.2.1.4. DEVELOPS OR UPDATES EVALUATION PROFILE OR SCENARIO.

6.2.2. ADMINISTERS GROUND EVALUATION. Prepares, administers, and grades test.

6.2.2.1. ADMINISTERS EMERGENCY PROCEDURE EVALUATION.

6.2.2.2. CONDUCTS INSTRUMENT REFRESHER EXAMINATION:

6.2.2.2.1. PREPARES TEST.

6.2.2.2.2. ADMINISTERS TEST.

6.2.2.2.3. GRADES AND RECORDS TEST RESULT.

6.2.2.3. CONDUCTS CLOSED BOOK EXAMINATION:

6.2.2.3.1. PREPARES TEST.

6.2.2.3.2. ADMINISTERS TEST.

6.2.2.3.3. GRADES AND RECORDS TEST RESULT.

6.2.2.4. CONDUCTS OPEN BOOK EXAMINATION:

6.2.2.4.1. PREPARES TEST.

6.2.2.4.2. ADMINISTERS TEST.

6.2.2.4.3. GRADES AND RECORDS TEST RESULT.

6.2.2.5. CONDUCTS CRITICAL ACTION PROCEDURE OR BOLD FACE TEST:

6.2.2.5.1. PREPARES TEST.

6.2.2.5.2. ADMINISTERS TEST.

6.2.2.5.3. GRADES AND RECORDS TEST RESULT.

6.2.2.6. CONDUCTS TACTICAL EXAMINATION:

6.2.2.6.1. PREPARES TEST.

6.2.2.6.2. ADMINISTERS TEST.

6.2.2.6.3. GRADES AND RECORDS TEST RESULT.

6.2.2.7. CONDUCTS MARSHALLING EXAMINATION:

6.2.2.7.1. PREPARES TEST.

6.2.2.7.2. ADMINISTERS TEST.

6.2.2.7.3. GRADES AND RECORDS TEST RESULT.

6.2.2.8. CONDUCTS SEFE EXAMINATION:

6.2.2.8.1. PREPARES TEST.

6.2.2.8.2. ADMINISTERS TEST.

6.2.2.8.3. GRADES AND RECORDS TEST RESULT.

6.2.2.9. CONDUCTS FLIGHT SURGEON EXAMINATION:

6.2.2.9.1. PREPARES TEST.

6.2.2.9.2. ADMINISTERS TEST.

6.2.2.9.3. GRADES AND RECORDS TEST RESULT.

6.2.2.10. CONDUCTS INSTRUCTOR EXAMINATION:

6.2.2.10.1. PREPARES TEST.

6.2.2.10.2. ADMINISTERS TEST.

6.2.2.10.3. GRADES AND RECORDS TEST RESULT.

6.2.2.11. CONDUCTS SOF EXAMINATION:

6.2.2.11.1. PREPARES TEST.

6.2.2.11.2. ADMINISTERS TEST.

6.2.2.11.3. GRADES AND RECORDS TEST RESULT.

6.2.2.12. MAINTAINS AIRCREW EXAMINATION PROGRAM:

6.2.2.12.1. REVIEWS MQF. Reviews unit MQF for content and currency and collects input from aircrew member.

6.2.2.12.2. PREPARES OR UPDATES LOCAL MQF.

6.2.2.13. MAINTAINS EMERGENCY PROCEDURE EVALUATION PROGRAM:

6.2.2.13.1. COLLECTS SCENARIO INPUT. Collects scenario input from Operations Training, Intelligence, Safety, Tactics.

6.2.2.13.2. MAINTAINS EVALUATION PROFILE.

6.2.2.14. ADMINISTERS DZCO PROGRAM. Maintains DZCO material and ensures personnel are qualified to perform DZCO duties.

6.2.3. PREPARES AND CONTROLS AF FORM 8, CERTIFICATE OF AIRCREW QUALIFICATION:

6.2.3.1. PREPARES AF FORM 8 SHELL. Prepares AF Form 8 shell by providing eligibility period, type of flight evaluation, and requisite.

6.2.3.2. REVIEWS FOR ACCURACY.

6.2.3.3. CHECKS DRAFT FLIGHT EVALUATION RESULT. Checks draft flight evaluation results and narrative description of mission and notes discrepancies and required corrective action.

6.2.3.4. FINALIZES AF FORM 8. Finalizes AF Form 8 evaluation data.

6.2.3.5. ROUTES AND TRACKS AF FORM 8. Routes and tracks AF Form 8 through routing system and documents status.

6.2.3.6. PREPARES DOCUMENTATION ROUTING BREAKDOWN. Prepares MFR or other documentation for AF Form 8 that exceeds time limit from completion of AF Form 8 for inclusion in FEF.

6.2.3.7. TRACKS ADDITIONAL TRAINING COMPLETION. Updates additional training log or computer product of additional training completion.

6.2.3.8. ESTABLISHES PROCEDURE FOR AF FORM 8. Establishes procedure to control AF Forms 8 prior to submission to approving official.

6.2.4. PERFORMS TREND ANALYSIS:

6.2.4.1. COLLECTS AND ANALYZES DATA. Collects and analyzes data and identifies adverse trend.

6.2.4.2. RECOMMENDS CORRECTIVE ACTION. Recommends corrective action for adverse trend and prepares appropriate documentation.

6.2.4.3. DISSEMINATES TREND INFORMATION. Disseminates trend information to flying squadron and HHQs.

6.2.4.4. DOCUMENTS FOLLOW-UP ACTION. Sends letter to appropriate person or squadron for corrective action, documents completion of corrective action, prepares letter of training requirement, and forwards to appropriate agency.

6.2.5. ADMINISTERS STAN/EVAL BOARD:

6.2.5.1. PREPARES INITIAL AGENDA LETTER.

6.2.5.2. REVIEWS STANDARDIZATION AND EVALUATION INPUT.

6.2.5.3. PREPARES FINAL AGENDA LETTER.

6.2.5.4. REVIEWS FOR STAN/EVAL BOARD. Finalizes trend data and prepares documentation and visual aid for Stan/Eval Board.

6.2.5.5. CONDUCTS STAN/EVAL BOARD.

6.2.5.6. PROCESSES STAN/EVAL BOARD MINUTES. Prepares, staffs, and distributes Stan/Eval Board minutes.

6.2.5.7. **PERFORMS FOLLOW-UP.** Performs follow-up on board open agenda item.

6.2.5.8. **MONITORS CLOSED AGENDA ITEM.** Tracks closed agenda item until reported at next Stan/Eval Board.

6.2.6. **ATTENDS STAN/EVAL CONFERENCE.**

6.2.7. **SCHEDULES STAN/EVAL PERSONNEL:**

6.2.7.1. **GATHERS SCHEDULING INPUT.** Collects request for evaluation.

6.2.7.2. **DEVELOPS SCHEDULE.** Develops schedule for flying and additional duties.

6.2.7.3. **RESOLVES SCHEDULE CONFLICT.**

6.2.8. **MAINTAINS STAN/EVAL PUBLICATION FILE:**

6.2.8.1. **MAINTAINS FCIF FUNCTIONAL PUBLICATION LIBRARY:**

6.2.8.1.1. **POSTS CHANGE OR REVISION.**

6.2.8.1.2. **ORDERS NEW PUBLICATION.** Submits request for new or replacement publication to operations administration work center.

6.2.8.1.3. **PUBLISHES MASTER FCIF INDEX.** Reviews, updates, and publishes master FCIF index.

6.2.8.1.4. **INSPECTS UNIT FCIF LIBRARY.**

6.2.8.1.5. **REVIEWS FCIF CURRENCY.** Reviews FCIF library for currency.

6.2.8.2. **MAINTAINS FLYING TECHNICAL ORDER REQUIREMENT:**

6.2.8.2.1. **REVIEWS, DRAFTS, AND DISTRIBUTES CHANGE OR REVISION.** Reviews, drafts, and distributes change or revision to flying technical order.

6.2.8.2.2. **POSTS CHANGE OR REVISION.**

6.2.8.2.3. **ORDERS NEW TECHNICAL ORDER.**

6.2.8.3. **MANAGES AF FORM 847, RECOMMENDATION FOR CHANGE OF PUBLICATION PROGRAM:**

6.2.8.3.1. **RECEIVES AND LOGS AF FORM 847.**

6.2.8.3.2. **REVIEWS AND COMPLETES AF FORM 847.** Reviews and completes AF Form 847 and returns invalid AF Form 847 to originator.

6.2.8.3.3. **FORWARDS AF FORM 847 TO HHQs.**

6.2.8.3.4. **TRACKS STATUS OF AF FORM 847.** Periodically checks status of open AF Form 847 with HHQs.

6.2.8.4. MAINTAINS PUBLICATION/DIRECTIVE:

6.2.8.4.1. REVIEWS HHQs PUBLICATION/DIRECTIVE. Reviews new HHQs publication/directive or change to publication/directive and provides input for inclusion as appropriate.

6.2.8.4.2. UPDATES UNIT SUPPLEMENT TO ANG 55-SERIES REGULATION.

6.2.8.4.3. UPDATES UNIT QUARTERLY FLIGHT CREW BULLETIN.

6.2.8.4.4. UPDATES FLYING TECHNICAL ORDER. Updates flying technical order IAW AFR 60-9, AMC Supplement 1.

6.2.9. PARTICIPATES IN DEPLOYMENT/EXERCISE PLAN DEVELOPMENT:

6.2.9.1. ASSISTS IN DEVELOPING EXECUTION PLAN FOR ROUTINE EXERCISE:

6.2.9.1.1. REVIEWS EXERCISE PLAN. Reviews, coordinates, and provides input to exercise plan.

6.2.9.1.2. ATTENDS EXERCISE MEETING.

6.2.9.1.3. PROVIDES INPUT TO EXERCISE AFTER-ACTION REPORT.

6.2.9.2. PROVIDES INPUT TO CONUS DEPLOYMENT/EXERCISE REPRESENTATIVE:

6.2.9.2.1. REVIEWS DEPLOYMENT/EXERCISE PLAN. Reviews, coordinates, and provides input to ORI/AFT deployment/exercise plan.

6.2.9.2.2. ATTENDS DEPLOYMENT/EXERCISE MEETING.

6.2.9.2.3. PROVIDES INPUT TO DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.

6.2.9.3. PROVIDES INPUT TO OVERSEAS DEPLOYMENT/EXERCISE REPRESENTATIVE:

6.2.9.3.1. REVIEWS DEPLOYMENT/EXERCISE PLAN. Reviews, coordinates, and provides input to deployment/exercise plan.

6.2.9.3.2. ATTENDS DEPLOYMENT/EXERCISE MEETING.

6.2.9.3.3. PROVIDES INPUT TO DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.

6.2.10. ADMINISTERS SOF TRAINING PROGRAM:

6.2.10.1. DEVELOPS TRAINING MATERIAL.

6.2.10.2. COMPILES TRAINING MATERIAL.

6.2.10.3. DEVELOPS TEST.

6.2.10.4. CONDUCTS CERTIFICATION.

6.2.10.5. MONITORS SOF CERTIFICATION.

6.2.10.6. **CONDUCTS ANNUAL MEETING.**

6.2.10.7. **MAINTAINS SOF READING FILE.**

6.2.10.8. **MAINTAINS SOF KIT.**

6.2.11. **MAINTAINS AND PRESENTS LOCAL AREA PROCEDURE BRIEFING:**

6.2.11.1. **MAINTAINS LOCAL AREA PROCEDURE BRIEFING.** Reviews local area flying procedure briefing and updates as required.

6.2.11.2. **BRIEFS LOCAL AREA PROCEDURE.**

.6.2.12. **INVESTIGATES AIRSPACE VIOLATION/INCIDENT.**

6.2.13. **COORDINATES WITH SAFETY AND QUALITY ASSURANCE.** Coordinates with Safety and Quality Assurance on flight mishap information for applicability and necessary action.

6.2.14. **REVIEWS MESSAGE TRAFFIC.** Reviews message traffic for action item for FCIF and/or crew member. Reviews, analyzes, and disseminates information from message traffic.

6.2.15. **REVIEWS AFTO FORM 781.** Reviews AFTO Form 781 for accuracy and completeness.

6.2.16. **DEVELOPS VISUAL AID.** Prepares and updates briefing room publication, briefing guide, and other visual aid material to support Stan/Eval.

6.2.16.1. **PREPARES AIRCREW VISUAL AID.**

6.2.16.2. **UPDATES BRIEFING GUIDE/MATERIAL.**

6.2.17. **PREPARES FOR UTA:**

6.2.17.1. **PREPARES UTA SCHEDULE/TRAINING MATERIAL.**

6.2.17.2. **SETS UP CLASSROOM.**

6.2.17.3. **COORDINATES AND SCHEDULES GUEST SPEAKER.**

6.2.17.4. **PERFORMS POST UTA PROCESSING.**

6.3. **MANAGES THE STAN/EVAL HH-60 PILOT PROGRAM:**

6.3.1. **ADMINISTERS FLIGHT EVALUATION PROGRAM:**

6.3.1.1. **REVIEWS INCOMING FEF.** Reviews FEF for newly assigned aircrew member to determine eligibility period, past experience, needed evaluations, and required special training.

6.3.1.2. **MONITORS EVALUATION REQUIREMENT.** Tracks evaluation requirement from eligibility zone.

6.3.1.3. **COLLECTS INPUT.** Collects flight evaluation input from other work centers.

6.3.1.4. DEVELOPS OR UPDATES EVALUATION PROFILE OR SCENARIO.

6.3.2. ADMINISTERS GROUND EVALUATION. Prepares, administers, and grades test.

6.3.2.1. ADMINISTERS EMERGENCY PROCEDURE EVALUATION.

6.3.2.2. CONDUCTS INSTRUMENT REFRESHER EXAMINATION:

6.3.2.2.1. PREPARES TEST.

6.3.2.2.2. ADMINISTERS TEST.

6.3.2.2.3. GRADES AND RECORDS TEST RESULT.

6.3.2.3. CONDUCTS CLOSED BOOK EXAMINATION:

6.3.2.3.1. PREPARES TEST.

6.3.2.3.2. ADMINISTERS TEST.

6.3.2.3.3. GRADES AND RECORDS TEST RESULT.

6.3.2.4. CONDUCTS OPEN BOOK EXAMINATION:

6.3.2.4.1. PREPARES TEST.

6.3.2.4.2. ADMINISTERS TEST.

6.3.2.4.3. GRADES AND RECORDS TEST RESULT.

6.3.2.5. CONDUCTS CRITICAL ACTION PROCEDURE OR BOLD FACE TEST:

6.3.2.5.1. PREPARES TEST.

6.3.2.5.2. ADMINISTERS TEST.

6.3.2.5.3. GRADES AND RECORDS TEST RESULT.

6.3.2.6. CONDUCTS TACTICAL EXAMINATION:

6.3.2.6.1. PREPARES TEST.

6.3.2.6.2. ADMINISTERS TEST.

6.3.2.6.3. GRADES AND RECORDS TEST RESULT.

6.3.2.7. CONDUCTS MARSHALLING EXAMINATION:

6.3.2.7.1. PREPARES TEST.

6.3.2.7.2. ADMINISTERS TEST.

6.3.2.7.3. **GRADES AND RECORDS TEST RESULT.**

6.3.2.8. **CONDUCTS SEFE EXAMINATION:**

6.3.2.8.1. **PREPARES TEST.**

6.3.2.8.2. **ADMINISTERS TEST.**

6.3.2.8.3. **GRADES AND RECORDS TEST RESULT.**

6.3.2.9. **CONDUCTS FLIGHT SURGEON EXAMINATION:**

6.3.2.9.1. **PREPARES TEST.**

6.3.2.9.2. **ADMINISTERS TEST.**

6.3.2.9.3. **GRADES AND RECORDS TEST RESULT.**

6.3.2.10. **CONDUCTS INSTRUCTOR EXAMINATION:**

6.3.2.10.1. **PREPARES TEST.**

6.3.2.10.2. **ADMINISTERS TEST.**

6.3.2.10.3. **GRADES AND RECORDS TEST RESULT.**

6.3.2.11. **CONDUCTS SOF EXAMINATION:**

6.3.2.11.1. **PREPARES TEST.**

6.3.2.11.2. **ADMINISTERS TEST.**

6.3.2.11.3. **GRADES AND RECORDS TEST RESULT.**

6.3.2.12. **MAINTAINS AIRCREW EXAMINATION PROGRAM:**

6.3.2.12.1. **REVIEWS MQF.** Reviews unit MQF for content and currency and collects input from aircrew member.

6.3.2.12.2. **PREPARES OR UPDATES LOCAL MQF.**

6.3.2.13. **MAINTAINS EMERGENCY PROCEDURE EVALUATION PROGRAM:**

6.3.2.13.1. **COLLECTS SCENARIO INPUT.** Collects scenario input from Operations Training, Intelligence, Safety, and/or Tactics.

6.3.2.13.2. **MAINTAINS EVALUATION PROFILE.**

6.3.2.14. **ADMINISTERS DZCO PROGRAM.** Maintains DZCO material and ensures personnel are qualified to perform DZCO duties.

6.3.3. PREPARES AND CONTROLS AF FORM 8, CERTIFICATE OF AIRCREW QUALIFICATION:

6.3.3.1. PREPARES AF FORM 8 SHELL. Prepares AF Form 8 shell by providing eligibility period, type of flight evaluation, and requisite.

6.3.3.2. REVIEWS FOR ACCURACY.

6.3.3.3. CHECKS DRAFT FLIGHT EVALUATION RESULT. Checks draft flight evaluation results and narrative description of mission and notes discrepancies and required corrective action.

6.3.3.4. FINALIZES AF FORM 8. Finalizes AF Form 8 evaluation data.

6.3.3.5. ROUTES AND TRACKS AF FORM 8. Routes and tracks AF Form 8 through routing system and documents status.

6.3.3.6. PREPARES DOCUMENTATION ROUTING BREAKDOWN. Prepares MFR or other documentation for AF Form 8 that exceeds time limit from completion of AF Form 8 for inclusion in FEF.

6.3.3.7. TRACKS ADDITIONAL TRAINING COMPLETION. Updates additional training log or computer product of additional training completion.

6.3.3.8. ESTABLISHES PROCEDURE FOR AF FORM 8. Establishes procedure to control AF Forms 8 prior to submission to approving official.

6.3.4. PERFORMS TREND ANALYSIS:

6.3.4.1. COLLECTS AND ANALYZES DATA. Collects and analyzes data and identifies adverse trend.

6.3.4.2. RECOMMENDS CORRECTIVE ACTION. Recommends corrective action for adverse trend and prepares appropriate documentation.

6.3.4.3. DISSEMINATES TREND INFORMATION. Disseminates trend information to flying squadron and HHQs.

6.3.4.4. DOCUMENTS FOLLOW-UP ACTION. Sends letter to appropriate person or squadron for corrective action, documents completion of corrective action, prepares letter of training requirement, and forwards to appropriate agency.

6.3.5. ADMINISTERS STAN/EVAL BOARD:

6.3.5.1. PREPARES INITIAL AGENDA LETTER.

6.3.5.2. REVIEWS STAN/EVAL INPUT.

6.3.5.3. PREPARES FINAL AGENDA LETTER.

6.3.5.4. REVIEWS FOR STAN/EVAL BOARD. Finalizes trend data and prepares documentation and visual aid for Stan/Eval Board.

6.3.5.5. CONDUCTS STAN/EVAL BOARD.

6.3.5.6. **PROCESSES STAN/EVAL BOARD MINUTES.** Prepares, staffs, and distributes Stan/Eval Board minutes.

6.3.5.7. **PERFORMS FOLLOW-UP.** Performs follow-up on board open agenda item.

6.3.5.8. **MONITORS CLOSED AGENDA ITEM.** Tracks closed agenda item until reported at next Stan/Eval Board.

6.3.6. **ATTENDS STAN/EVAL CONFERENCE.**

6.3.7. **SCHEDULES STAN/EVAL PERSONNEL:**

6.3.7.1. **GATHERS SCHEDULING INPUT.** Collects request for evaluation.

6.3.7.2. **DEVELOPS SCHEDULE.** Develops schedule for flying and additional duties.

6.3.7.3. **RESOLVES SCHEDULE CONFLICT.**

6.3.8. **MAINTAINS STAN/EVAL PUBLICATION FILE:**

6.3.8.1. **MAINTAINS FCIF FUNCTIONAL PUBLICATION LIBRARY:**

6.3.8.1.1. **POSTS CHANGE OR REVISION.**

6.3.8.1.2. **ORDERS NEW PUBLICATION.** Submits request for new or replacement publication to Operations Administration work center.

6.3.8.1.3. **PUBLISHES MASTER FCIF INDEX.** Reviews, updates, and publishes master FCIF index.

6.3.8.1.4. **INSPECTS FCIF LIBRARY.**

6.3.8.1.5. **REVIEWS FCIF CURRENCY.** Reviews FCIF library for currency.

6.3.8.2. **MAINTAINS FLYING TECHNICAL ORDER REQUIREMENT:**

6.3.8.2.1. **REVIEWS, DRAFTS, AND DISTRIBUTES CHANGE OR REVISION.** Reviews, drafts, and distributes change or revision to flying technical order.

6.3.8.2.2. **POSTS CHANGE OR REVISION.**

6.3.8.2.3. **ORDERS NEW TECHNICAL ORDER.**

6.3.8.3. **MANAGES AF FORM 847, RECOMMENDATION FOR CHANGE OF PUBLICATION PROGRAM:**

6.3.8.3.1. **RECEIVES AND LOGS AF FORM 847.**

6.3.8.3.2. **REVIEWS AND COMPLETES AF FORM 847.** Reviews and completes AF Form 847 and returns invalid AF Form 847 to originator.

6.3.8.3.3. **FORWARDS AF FORM 847 TO HHQs.**

6.3.8.3.4. TRACKS STATUS OF AF FORM 847. Periodically checks status of open AF Form 847 with HHQs.

6.3.8.4. MAINTAINS PUBLICATION/DIRECTIVE:

6.3.8.4.1. REVIEWS HHQs PUBLICATION/DIRECTIVE. Reviews new HHQs publication/directive or change to publication/directive and provides input for inclusion as appropriate.

6.3.8.4.2. UPDATES UNIT SUPPLEMENT TO ANG 55-SERIES REGULATION.

6.3.8.4.3. UPDATES UNIT QUARTERLY FLIGHT CREW BULLETIN.

6.3.8.4.4. UPDATES FLYING TECHNICAL ORDER. Updates flying technical order IAW AFR 60-9, AMC Supplement 1.

6.3.9. PARTICIPATES IN DEPLOYMENT/EXERCISE PLAN DEVELOPMENT:

6.3.9.1. ASSISTS IN DEVELOPING EXECUTION PLAN FOR ROUTINE EXERCISE:

6.3.9.1.1. REVIEWS EXERCISE PLAN. Reviews, coordinates, and provides input to exercise plan.

6.3.9.1.2. ATTENDS EXERCISE MEETING.

6.3.9.1.3. PROVIDES INPUT TO EXERCISE AFTER-ACTION REPORT.

6.3.9.2. PROVIDES INPUT TO CONUS DEPLOYMENT/EXERCISE REPRESENTATIVE:

6.3.9.2.1. REVIEWS DEPLOYMENT/EXERCISE PLAN. Reviews, coordinates, and provides input to ORI/AFT deployment/exercise plan.

6.3.9.2.2. ATTENDS DEPLOYMENT/EXERCISE MEETING.

6.3.9.2.3. PROVIDES INPUT TO DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.

6.3.9.3. PROVIDES INPUT TO OVERSEAS DEPLOYMENT/EXERCISE REPRESENTATIVE:

6.3.9.3.1. REVIEWS DEPLOYMENT/EXERCISE PLAN. Reviews, coordinates, and provides input to deployment/exercise plan.

6.3.9.3.2. ATTENDS DEPLOYMENT/EXERCISE MEETING.

6.3.9.3.3. PROVIDES INPUT TO DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.

6.3.10. ADMINISTERS SOF TRAINING PROGRAM:

6.3.10.1. DEVELOPS TRAINING MATERIAL.

6.3.10.2. COMPILES TRAINING MATERIAL.

6.3.10.3. DEVELOPS TEST.

6.3.10.4. CONDUCTS CERTIFICATION.

6.3.10.5. MONITORS SOF CERTIFICATION.

6.3.10.6. CONDUCTS ANNUAL MEETING.

6.3.10.7. MAINTAINS SOF READING FILE.

6.3.10.8. MAINTAINS SOF KIT.

.6.3.11. MAINTAINS AND PRESENTS LOCAL AREA PROCEDURE BRIEFING:

6.3.11.1. MAINTAINS LOCAL AREA PROCEDURE BRIEFING. Reviews local area flying procedure briefing and updates as required.

6.3.11.2. BRIEFS LOCAL AREA PROCEDURE.

6.3.12. INVESTIGATES AIRSPACE VIOLATION/INCIDENT.

6.3.13. COORDINATES WITH SAFETY AND QUALITY ASSURANCE. Coordinates with Safety and Quality Assurance on flight mishap information for applicability and necessary action.

6.3.14. REVIEWS MESSAGE TRAFFIC. Reviews message traffic for action item for FCIF and/or crew member. Reviews, analyzes, and disseminates information from message traffic.

6.3.15. REVIEWS AFTO FORM 781. Reviews AFTO Form 781 for accuracy and completeness.

6.3.16. DEVELOPS VISUAL AID. Prepares and updates briefing room publication, briefing guide, and other visual aid material to support Stan/Eval.

6.3.16.1. PREPARES AIRCREW VISUAL AID.

.6.3.16.2. UPDATES BRIEFING GUIDE/MATERIAL.

6.3.17. PREPARES FOR UTA:

6.3.17.1. PREPARES UTA SCHEDULE/TRAINING MATERIAL.

6.3.17.2. SETS UP CLASSROOM.

6.3.17.3. COORDINATES AND SCHEDULES GUEST SPEAKER.

6.3.17.4. PERFORMS POST UTA PROCESSING.

7. TACTICS:

7.1. REVIEWS TACTICS PUBLICATION. Reviews Multi-Command Manual 3-1 series, Vol I, Vol II and Vol III for the assigned weapons system, Joint Munitions Effectiveness Manual (JMEM), or other tactics publication for applicable information and files.

7.2. REVIEWS INTELLIGENCE PUBLICATION/INFORMATION. Reviews publication and information provided by the intelligence office, reviews Tactical Intelligence Digest, Special Study Intelligence Digest, Enemy Air Order of Battle and Electronic Order of Battle, or other publication for applicable information.

7.3. REVIEWS ELECTRONIC COMBAT PUBLICATION. Reviews Aircrew Weapons Delivery Manual, Non-Nuclear Weapons Delivery Manual, Air Force Electronic Warfare Center document, radar homing and radar warning receiver handbook, POD handbook, operational testing and evaluation tactics development and evaluation (TD&E) reports, or other electronic combat publication or document for applicable information and files.

7.4. REVIEWS CONTINGENCY PUBLICATION. Reviews classified or unclassified unit contingency plan, applicable Operational Plan (OPLAN) and Operations Order (OPORD), unit description of capabilities statement, or other contingency publication.

7.5. PROVIDES INPUT TO HHQ. Prepares and forwards to HHQ agenda item for 3-series Document Review, Force Employment Conference, and Tactics Symposium.

7.6. PROVIDES TACTICS INPUT TO THE CONTINGENCY PLAN ANNEX. Extracts unit contingency information regarding optimum route, tactics, weapons load, weapon/sensor delivery setting, and Electronic Countermeasures (ECM)/Electronic Counter-Countermeasures (ECCM), and provides input to the appropriate office for inclusion in the contingency plan annex.

7.7. UPDATES UNIT TACTICS GUIDE OR 3-SERIES SUPPLEMENT. Extracts and compiles current tactics data, coordinates with the DO, and updates the unit tactics guide or supplement.

7.8. IDENTIFIES TACTICS AREA REQUIRING JOINT COORDINATION. Coordinates with lateral unit to solve tactics problem, gathers information to assist in recommending changes to existing program, forwards to DO for approval, and implements change or submits to HHQ.

7.9. MAINTAINS UNIT STANDARD:

7.9.1. REVIEWS FLIGHT MANUAL. Gathers information and reviews flight manual.

7.9.2. PROPOSES UNIT STANDARD UPDATE. Coordinates with the DO and appropriate office on a proposed unit Tactics standard update.

7.9.3. UPDATES UNIT STANDARD. Updates unit standard for drop zone.

7.9.4. PUBLISHES UNIT STANDARD. Publishes and distributes unit standard to Operations personnel.

7.10. PROCESSES INFORMATION:

7.10.1. PREPARES ARTICLE. Gathers data, prepares article on tactics and ECM/ECCM subject, and documents reference.

7.10.2. DISTRIBUTES INFORMATION. Distributes information to assigned or attached aircrew by updating bulletin board, compiling read file, or publishing newsletter.

7.10.3. PROVIDES BRIEFING. Provides threat related briefing to the aircrews prior to departure to ensure aircrew is up-to-date on any threat/crisis.

7.11. MAINTAINS TACTICS LIBRARY:

7.11.1. REVIEWS TACTICS LIBRARY INDEX.

7.11.2. UPDATES DISTRIBUTION REQUIREMENT. Updates distribution requirement for Tactics publication/documentation.

7.11.3. REVIEWS TACTICS FILE. Reviews Tactics file for currency.

7.11.4. POSTS CHANGE. Posts change to Tactics publication.

7.11.5. DESTROYS CLASSIFIED MATERIAL. Destroys obsolete classified material and documents destruction, as required.

7.12. REVIEWS TRAINING VIDEO TAPE RECORDING. Reviews training tape for applicability and places in file.

7.13. ADMINISTERS ACADEMIC TRAINING PROGRAM:

7.13.1. UPDATES UNIT TACTICS ACADEMIC OBJECTIVE. Coordinates with the DO and appropriate office and updates the Tactics training objective.

7.13.2. COORDINATES TRAINING REQUIREMENT. Coordinates with the training office or HHQ concerning Tactics training requirement.

7.13.3. PREPARES SCHEDULE FOR THE TACTICS GROUND TRAINING PLAN.
Prepares schedule and forwards to the training office.

7.13.4. PREPARES TRAINING DOCUMENTATION. Gathers subject material and prepares course syllabus, lesson plan, and training aid for a program.

7.13.5. PREPARES MAKE-UP MATERIAL. Prepares academic make-up material for member not in attendance at scheduled session.

7.13.6. PREPARES FOR ACADEMIC TRAINING SESSION. Gathers material and sets up training aid to conduct training.

7.13.7. DOCUMENTS INDIVIDUAL ACADEMIC TRAINING. Documents individual academic training accomplishment.

7.13.8. CONDUCTS TRAINING SESSION. Conducts training session for individual/group required to perform make-up training.

7.13.9. REVIEWS THREAT RELATED ACADEMIC MATERIAL. Reviews academic material for currency and accuracy and revises if necessary.

7.14. ADMINISTERS ACADEMIC TEST PROGRAM:

7.14.1. ADMINISTERS TEST.

7.14.2. GRADES TEST.

7.14.3. DOCUMENTS COMPLETION. Documents test completion and forwards to the Training Office.

7.14.4. ANALYZES TEST RESULT. Analyzes test result and identifies weakness/trend in test.

7.15. PARTICIPATES IN HHQ EXERCISE:

7.15.1. RECOMMENDS UNIT PARTICIPATION IN HHQ DIRECTED EXERCISE.

7.15.2. PARTICIPATES AS MEMBER MISSION PLANNING CELL. Coordinates with unit work center personnel on the Operations Order and Fragmentary Air Tasking Order defining the scenario.

7.15.3. REVIEWS HHQ EXERCISE RESULT.

7.16. PREPARES DISSIMILAR AIR COMBAT TRAINING SUPPORT LETTER. Coordinates arrangement with unit and prepares letter of agreement.

7.17. PREPARES TRAINING SCENARIO. Gathers data, coordinates with the appropriate unit work center, and prepares training scenario.

7.18. PREPARES MISSION QUALIFICATION EVALUATION SCENARIO. Coordinates with the Stan/Eval office and prepares scenario.

7.19. ASSESSES UNIT COMBAT CAPABILITY:

7.19.1. REVIEWS UNIT MISSION RESULT. Reviews unit mission result from a test, exercise, evaluation, or deployment report.

7.19.2. IDENTIFIES DEFICIENCY IN AIRCREW PROCEDURE AND TECHNIQUE.

7.19.3. BRIEFS IMPROVEMENT/CORRECTIVE ACTION. Briefs the DO on recommended improvement/corrective action to enhance the unit's capability to perform assigned mission employing current tactics.

7.20. PARTICIPATES IN UNIT PROGRAM, INSPECTION, AND EXERCISE.

7.21. MANAGES THE ELECTRONIC COMBAT (EC) FUNCTION:

7.21.1. REVIEWS EC REPROGRAMMING MESSAGE. Reviews message with maintenance personnel concerning reprogramming of the appropriate EC system.

7.21.2. MONITORS REPROGRAMMING. Coordinates with Maintenance personnel regarding the impact the reprogramming of appropriate EC system will have.

7.21.3. DISTRIBUTES REPROGRAMMING ACTION. Distributes impact result to aircrew of the reprogramming action on EC employment.

7.21.4. MANAGES INTERNAL UNIT CHANGE TO EC EQUIPMENT SOFTWARE:

7.21.4.1. COMPILES APPLICABLE INFORMATION. Compiles pertinent information from Intelligence, Defense Intelligence Agency, JMEM, or other source regarding EC systems.

7.21.4.2. SELECTS APPLICABLE EC SOFTWARE MODIFICATION. Selects modification to software from EC equipment handbook or operation manual and coordinates with the DO and appropriate office.

7.21.4.3. IMPLEMENTS REPROGRAMMING. Coordinates with Maintenance and Operations personnel to implement reprogramming of appropriate EC system.

7.21.5. PREPARES AIRCREW EC TRAINING. Conducts training on the operation of EC equipment modified with the new software.

7.21.6. CONDUCTS EC SYSTEMS REVIEW MEETING. Schedules and conducts meeting with Maintenance and aircrew to identify problem.

7.21.7. FOLLOWS-UP RESULT OF MEETING. Follows-up status of meeting with Maintenance and Operations personnel to ensure programming implementation.

7.21.8. MANAGES IN-FLIGHT WEAPONS MALFUNCTION:

7.21.8.1. COORDINATES PROBLEM. Coordinates with aircrew and maintenance to resolve problem.

7.21.8.2. COMPILES IN-FLIGHT MAINTENANCE MALFUNCTION INFORMATION. Compiles in-flight maintenance malfunction information on weapons, delivery, navigation, sensor, and ECM/ECCM equipment.

7.21.8.3. PROPOSES AIRCREW IN-FLIGHT MALFUNCTION CORRECTIVE ACTION. Analyzes data, identifies and documents cause factor and equipment deficiency, and proposes corrective action to the DO or appropriate Operations office.

7.21.8.4. BRIEFS AIRCREW. Briefs aircrew on procedure to correct or alleviate in-flight malfunction.

7.22. PARTICIPATES IN TD&E PROJECT:

7.22.1. REVIEWS TD&E CONCEPT OF OPERATIONS. Receives TD&E concept of operations from the ANG/AFRES Test Center and reviews.

7.22.2. COORDINATES PROJECT FEASIBILITY. Coordinates with the ANG/AFRES Test Center the unit's capability and feasibility of the TD&E project.

7.22.3. EVALUATES TD&E DATA. Compiles data collection sheets and evaluates result.

7.22.4. PREPARES REPORT. Reviews result, prepares report, and forwards to the test center.

7.23. MANAGES UNIT TACTICS REVIEW BOARD (TRB):

7.23.1. PREPARES AGENDA FOR THE TRB PARTICIPANT. Collects agenda item, coordinates with work center, and prepares agenda.

7.23.2. CONDUCTS THE TRB.

7.23.3. PRIORITIZES TACTICS IMPROVEMENT PROPOSAL.

7.23.4. PREPARES MINUTES. Prepares and coordinates minutes and forwards prioritized TIPs and TRB result to HHQ and appropriate agency.

7.23.5. FOLLOWS-UP TIP STATUS.

7.23.6. **DEVELOPS SOFTWARE IMPROVEMENT PROPOSAL.** Develops software improvement proposal submitted at the TRB and forwards to appropriate office/agency.

7.23.7. **DEVELOPS IMPROVED TACTICS TECHNIQUE.** Develops improved tactics, weapons delivery, navigation, ECM/ECCM, and sensor employment tailored for the unit weapons system.

7.24. **ATTENDS CONFERENCE/SEMINAR:**

7.24.1. **PREPARES FOR CONFERENCE/SEMINAR.** Gathers information in preparation for the ANG/AFRES TRB, Multi-Command Manual 3-1 Review Board, and the Technical Order (T.O.) (-34) Review Board.

7.24.2. **ATTENDS CONFERENCE/SEMINAR.**

7.24.3. **PREPARES AFTER ACTION/TRIP REPORT.**

7.25. **ASSISTS IN DEVELOPING EXECUTION PLAN FOR ROUTINE EXERCISE:**

7.25.1. **REVIEWS EXERCISE PLAN.** Reviews, coordinates, and provides input to exercise plan.

7.25.2. **ATTENDS EXERCISE MEETING.**

7.25.3. **PROVIDES INPUT TO DEPLOYMENT/EXERCISE REPORT AFTER-ACTION REPORT.**

7.26. **PROVIDES INPUT TO CONUS DEPLOYMENT/EXERCISE REPRESENTATIVE:**

7.26.1. **REVIEWS DEPLOYMENT/EXERCISE PLAN.** Reviews, coordinates, and provides input to ORI/AFT deployment/exercise plan.

7.26.2. **ATTENDS DEPLOYMENT/EXERCISE MEETING.**

7.26.3. **PROVIDES INPUT TO DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.**

7.27. **PROVIDES INPUT TO OVERSEAS DEPLOYMENT/EXERCISE REPRESENTATIVE:**

7.27.1. **REVIEWS DEPLOYMENT/EXERCISE PLAN.** Reviews, coordinates, and provides input to deployment/exercise plan.

7.27.2. **ATTENDS DEPLOYMENT/EXERCISE MEETING.**

7.27.3. **PROVIDES INPUT TO DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.**

7.28. **PREPARES FOR UTA:**

7.28.1. **PREPARES UTA SCHEDULE/TRAINING MATERIAL.**

7.28.2. **SETS UP CLASSROOM.**

7.28.3. **COORDINATES AND SCHEDULES GUEST SPEAKER FOR TRAINING SESSION.**

7.28.4. **PERFORMS POST UTA PROCESSING.**

8. SCHEDULING:

8.1. MAINTAINS FLYING HOUR PROGRAM:

8.1.1. REVIEWS PROGRAM. Reviews the flying hour program for deviation, trend, and flying hour execution.

8.1.2. PREPARES REPORT. Constructs comprehensive report on the execution of the flying hour program for the Deputy Commander of Operations.

8.2. DEVELOPS ANNUAL FLYING HOUR/SORTIE ALLOCATION PLAN:

8.2.1. DETERMINES UTILIZATION RATE. Determines utilization rate of annual flying hour request.

8.2.2. PREPARES DRAFT ANNUAL FLYING HOUR/SORTIE ALLOCATION PLAN:

8.2.2.1. DETERMINES RESCUE/AIRLIFT REQUIREMENT. Analyzes draft flying hour/sortie allocation plan to determine the number of day and night rescue/airlift sorties required.

8.2.2.2. DETERMINES TRAINING AREA REQUIREMENT. Reviews draft flying hour/sortie allocation plan to determine required airspace or range.

8.2.2.3. ANALYZES SORTIE AVAILABILITY. Reviews annual flying hour program to determine sortie availability.

8.2.2.4. HOSTS ANNUAL TRAINING/PROGRAMMING PLAN CONFERENCE. Hosts conference to discuss plan considering resources and planning concept.

8.2.2.5. REVISES ANNUAL FLYING HOUR/SORTIE ALLOCATION PLAN. Reviews plan, coordinates with squadron or other agency, and revises plan.

8.2.2.6. PREPARES FINAL PLAN. Researches and compiles all required information and writes final plan.

8.2.2.7. DISTRIBUTES FINAL PLAN. Obtains coordination and distributes final plan.

8.3. DEVELOPS QUARTERLY FLYING HOUR/SORTIE ALLOCATION PLAN:

8.3.1. DETERMINES QUARTERLY REQUIREMENT. Obtains and combines squadron input and determines unit specific requirement.

8.3.2. ATTENDS HC-130 SCHEDULING CONFERENCE.

8.3.3. PROGRAMS SORTIE RESOURCE.

8.3.4. PROGRAMS RANGE REQUIREMENT. Requests airspace from owning unit.

8.3.5. PROGRAMS AIRSPACE REQUIREMENT. Requests airspace from owning unit.

8.3.6. PROGRAMS TRAINING SUPPORT FROM OUTSIDE UNIT.

8.3.7. INFORMS UNIT OF SUPPORT REQUIREMENT. Informs unit of participation in training from outside unit.

8.3.8. SCHEDULES STATIC DISPLAY. Evaluates request from local or outside unit, determines support capability, and responds to request.

8.3.9. PREPARES FINAL PLAN. Prepares final allocation plan and distributes.

8.4. DEVELOPS MONTHLY FLYING SCHEDULE:

8.4.1. REVIEWS PROGRAMMED RESOURCE. Reviews annual or quarterly flying hour/sortie allocation plan, determines the number of sorties or events required to keep training plan on schedule, and allocates resource.

8.4.2. PREPARES MONTHLY FLYING SCHEDULE.

8.4.3. CONDUCTS FOLLOW-UP. Resolves conflict or problem and coordinates solution.

8.4.4. DISTRIBUTES FINAL MONTHLY SCHEDULE. Prints, reproduces, prepares for mailing, and mails monthly schedule.

8.5. DEVELOPS WEEKLY FLYING SCHEDULE:

8.5.1. REVIEWS AIRCREW SECTION INPUT. Reviews aircrew section scheduling input to determine availability of aircrew for scheduled flights.

8.5.2. COORDINATES WITH AIRCREW SECTIONS. Coordinates with aircrew sections concerning problems with personnel scheduling requirements.

8.5.3. COORDINATES WITH MAINTENANCE. Coordinates with Aircraft Maintenance on availability of airframes.

8.5.4. PREPARES SCHEDULE. Prepares weekly flying schedule based on availability of airframes and assigns aircrew member names received from aircrew sections.

8.5.5. UPDATES PROGRAMMED RESOURCE. Updates programmed resource to meet requirement based on last minute adjustment due to loss of airframe to maintenance or aircrew availability.

8.6. PREPARES FOR WEEKLY FLIGHT SCHEDULING MEETING:

8.6.1. PREPARES FOR OPERATIONS MEETING. Prepares slides and copies of weekly and monthly schedule for handout at meeting.

8.6.2. CONDUCTS MEETING WITH OPERATIONS.

8.6.3. PREPARES FOR MAINTENANCE MEETING. Revises monthly and weekly schedule based on Operations weekly scheduling meeting, updates slides, and makes copies of revised weekly and monthly schedule for handout at meeting.

8.6.4. CONDUCTS MEETING WITH MAINTENANCE.

8.6.5. PREPARES FINAL WEEKLY FLIGHT SCHEDULE. Makes final revision as a result of the meeting with Maintenance.

8.7. CONFIRMS WEEKLY FLYING SCHEDULE:

8.7.1. DEVELOPS SCHEDULE. Reviews and confirms weekly schedule and coordinates with the various functions for mission support.

8.7.2. DETERMINES AIRCREW AVAILABILITY. Reviews aircrew availability and inserts names on schedule to ensure full compliment of aircrew.

8.7.3. FINALIZES WEEKLY FLYING SCHEDULE. Adjusts and completes schedule and performs quality control of flying schedule.

8.7.4. DISTRIBUTES FINAL WEEKLY SCHEDULE. Prints, reproduces, prepares for mailing, and mails weekly schedule.

8.8. CONFIRMS DAILY FLYING SCHEDULE:

8.8.1. PREPARES DAILY FLYING SCHEDULE. Ensures aircrew is available, ensures schedule is posted, and coordinates with maintenance on availability of aircraft and time of availability.

8.8.2. FINALIZES DAILY SCHEDULE. Finalizes daily schedule and obtains DO/Commander's approval.

8.9. PREPARES FLYING SCHEDULE FOR UTA.

8.10. PERFORMS SPECIAL PROJECT:

8.10.1. RESPONDS TO HHQ INQUIRY. Researches project, compiles information, prepares report, and submits report.

8.10.2. PERFORMS SPECIAL STUDY. Provides expertise to complete special study.

8.11. ASSISTS IN DEVELOPING EXECUTION PLAN FOR ROUTINE EXERCISE:

8.11.1. REVIEWS EXERCISE PLAN. Reviews, coordinates, and provides input to exercise plan.

8.11.2. ATTENDS EXERCISE MEETING.

8.11.3. PROVIDES INPUT TO EXERCISE AFTER-ACTION REPORT.

8.12. PROVIDES INPUT TO CONUS DEPLOYMENT/EXERCISE REPRESENTATIVE:

8.12.1. REVIEWS DEPLOYMENT/EXERCISE PLAN. Reviews, coordinates, and provides input to ORI/AFT deployment/exercise plan.

8.12.2. ATTENDS DEPLOYMENT/EXERCISE MEETING.

8.12.3. PROVIDES INPUT TO DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.

8.13. PROVIDES INPUT TO OVERSEAS DEPLOYMENT/EXERCISE REPRESENTATIVE:

8.13.1. REVIEWS DEPLOYMENT/EXERCISE PLAN. Reviews, coordinates, and provides input to deployment/exercise plan.

8.13.2. ATTENDS DEPLOYMENT/EXERCISE MEETING.

8.13.3. PROVIDES INPUT TO DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.

8.14. COMPLETES MONTHLY SCHEDULE:

8.14.1. COMPLETES C-130 PILOT FLYING SCHEDULE:

8.14.1.1. REVIEWS INDIVIDUAL TRAINING REQUIREMENT. Reviews individual training requirement based upon scheduled mission.

8.14.1.2. COMPLETES MONTHLY FLYING SCHEDULE. Contacts C-130 pilot personnel, as required, to fill published monthly schedule.

8.14.1.3. COMPLETES WEEKLY FLYING SCHEDULE. Contacts C-130 pilot personnel, as required, to fill published weekly schedule.

8.14.1.4. DETERMINES PAY STATUS FOR LOCAL MISSION. Determines pay status by coordinating with Air Operations Supervisor and obtains additional pay resources, as required.

8.14.1.5. PROVIDES INPUT TO DEVIATION IN SCHEDULE. Reviews training requirement, contacts individual for availability, reviews pay status, identifies individual for mission, and provides Scheduling with name.

8.14.1.6. CONTACTS PILOT FOR EXERCISE/PLAN. Contacts pilot personnel to fill mission requirement.

8.14.1.7. OBTAINS C-130 PILOT PERSONNEL FOR UNSCHEDULED SEARCH AND RESCUE (SAR) MISSION. Determines qualification for mission, contacts individual for availability, identifies individual for mission, and provides name to mission commander.

8.14.2. COMPLETES C-130 NAVIGATOR MONTHLY SCHEDULE:

8.14.2.1. REVIEWS INDIVIDUAL TRAINING REQUIREMENT. Reviews individual training requirement based upon scheduled mission.

8.14.2.2. COMPLETES MONTHLY FLYING SCHEDULE. Contacts C-130 navigator personnel, as required, to fill published monthly schedule.

8.14.2.3. COMPLETES WEEKLY FLYING SCHEDULE. Contacts C-130 navigator personnel, as required, to fill published weekly schedule.

8.14.2.4. DETERMINES PAY STATUS FOR LOCAL MISSION. Determines pay status by coordinating with Air Operations Supervisor and obtains additional pay resources, as required.

8.14.2.5. PROVIDES INPUT TO DEVIATION IN SCHEDULE. Reviews training requirement, contacts individual for availability, reviews pay status, identifies individual for mission, and provides Scheduling with name.

8.14.2.6. CONTACTS NAVIGATOR FOR EXERCISE/PLAN. Contacts navigator personnel to fill mission requirement.

8.14.2.7. PROVIDES RATED AIRCREW FOR UNSCHEDULED SAR MISSION. Determines qualification for mission, contacts individual for availability, identifies individual for mission, and provides name to mission commander.

8.14.3. COMPLETES HELICOPTER PILOT MONTHLY SCHEDULE:

8.14.3.1. REVIEWS INDIVIDUAL TRAINING REQUIREMENT. Reviews individual training requirement based upon scheduled mission.

8.14.3.2. COMPLETES MONTHLY FLYING SCHEDULE. Contacts helicopter pilot personnel, as required, to fill published monthly schedule.

8.14.3.3. COMPLETES WEEKLY FLYING SCHEDULE. Contacts helicopter pilot personnel, as required, to fill published weekly schedule.

8.14.3.4. DETERMINES PAY STATUS FOR LOCAL MISSION. Determines pay status by coordinating with Air Operations Supervisor and obtains additional pay resources, as required.

8.14.3.5. PROVIDES INPUT TO DEVIATION IN SCHEDULE. Reviews training requirement, contacts individual for availability, reviews pay status, identifies individual for mission, and provides Scheduling with name.

8.14.3.6. CONTACTS HELICOPTER PILOT FOR EXERCISE/PLAN. Contacts helicopter pilot personnel to fill mission requirement.

8.14.3.7. PROVIDES HELICOPTER PILOT FOR UNSCHEDULED SAR MISSION. Determines qualification for mission, contacts individual for availability, identifies individual for mission, and provides name to mission commander.

9. OPERATIONAL PLANS:

9.1. MANAGES OPERATIONAL PLANS PROGRAM:

9.1.1. ESTABLISHES OPERATIONAL PLANS POLICY:

9.1.1.1. REVIEWS DIRECTIVE. Reviews new and revised directive to determine requirement for establishment or revision of local policy, procedure, and requirement.

9.1.1.2. DEVELOPS POLICY DIRECTIVE. Develops local operational plans policy; establishes objective for use by staff agency in response to HHQ plan; and drafts, coordinates, and finalizes policy directive.

9.1.2. ADVISES DO. Advises and makes recommendation to the DO on Operational Planning policy, procedure, or requirement.

9.1.3. PERFORMS STAFF ASSISTANCE VISIT (SAV). Performs SAV to effect planning coordination with other Operations staff agency.

9.2. REVIEWS INCOMING OPERATIONAL PLAN/ORDER:

9.2.1. PERFORMS INITIAL REVIEW. Performs initial review of training plan, local emergency plan, and short-term OPLAN, ensures inclusion of adequate/accurate instruction for a valid appraisal of unit tasking, and identifies unit tasking requirement by individual staff agency/unit.

9.2.2. REVIEWS OPERATIONS ANNEX. Performs detailed review of operations annex to new or revised OPLAN, contingency plan, or operations order (OPORD), and documents tasking change and/or addition.

9.2.3. DEVELOPS SUPPORT DOCUMENT. Develops new and/or revised basic supporting document and assists staff agency/unit in the preparation of the supporting document.

9.2.3.1. DRAFTS SUPPORT DOCUMENT OR OPORD.

9.2.3.2. COORDINATES SUPPORT DOCUMENT OR OPORD.

9.2.3.3. FINALIZES SUPPORT DOCUMENT OR OPORD.

9.3. DEVELOPS AND/OR MAINTAINS LOCAL PLAN:

9.3.1. RESEARCHES DOCUMENT. Researches higher headquarter's directive on subject of plans and procedures for plan development.

9.3.2. DEVELOPS PLAN. Requests written or verbal input from staff, as required; drafts, coordinates, finalizes, and distributes plan.

9.3.3. MAINTAINS PLAN:

9.3.3.1. MAINTAINS SURVIVAL, RECOVERY, AND RECONSTITUTION AIRFIELD SURVEY PLAN. Reviews plan, coordinates plan, conducts survey, and updates plan.

9.3.3.2. MAINTAINS OTHER LOCAL PLAN. Reviews existing local plan; updates, coordinates, finalizes, and distributes change to local plan.

9.4. MONITORS DEPLOYMENT OR EXERCISE:

9.4.1. PROVIDES ROUTINE DEPLOYMENT OR EXERCISE SUPPORT:

9.4.1.1. REVIEWS PLAN. Reviews plan to determine requirement for communication, base support, logistics, maintenance, or personnel.

9.4.1.2. ATTENDS PLANNING CONFERENCE. Attends deployment or exercise planning conference in preparation for directed deployment/exercise.

9.4.1.3. CONDUCTS AIRFIELD/SITE SURVEY. Conducts and/or participates in airfield and/or site survey.

9.4.1.4. DEVELOPS INPUT TO EXERCISE ORDER. Develops or provides input for exercise order to responsible function, prepares draft, coordinates input, and finalizes input.

9.4.1.5. PREPARES AFTER ACTION REPORT. Prepares after action report from Operations Staff input.

9.4.1.6. REVIEWS FINAL DEPLOYMENT OR EXERCISE REPORT. Reviews published deployment or exercise report.

9.4.1.7. RESPONDS TO EXERCISE FOLLOW-UP ITEM.

9.4.2. PROVIDES CONUS DEPLOYMENT OR EXERCISE SUPPORT:

9.4.2.1. REVIEWS PLAN. Reviews plan to determine requirement for communication, base support, logistics, maintenance, or personnel.

9.4.2.2. ATTENDS PLANNING CONFERENCE. Attends deployment or exercise planning conference in preparation for directed deployment/exercise.

9.4.2.3. CONDUCTS AIRFIELD/SITE SURVEY. Conducts and/or participates in airfield and/or site survey.

9.4.2.4. DEVELOPS INPUT TO EXERCISE ORDER. Develops or provides input for exercise order to responsible function, prepares draft, coordinates input, and finalizes input.

9.4.2.5. PREPARES AFTER ACTION REPORT. Prepares after action report from Operations Staff input.

9.4.2.6. REVIEWS FINAL DEPLOYMENT OR EXERCISE REPORT. Reviews published deployment or exercise report.

9.4.2.7. RESPONDS TO EXERCISE FOLLOW-UP ITEM.

9.4.3. PROVIDES OVERSEAS DEPLOYMENT OR EXERCISE SUPPORT:

9.4.3.1. REVIEWS PLAN. Reviews plan to determine requirement for communication, base support, logistics, maintenance, or personnel.

9.4.3.2. ATTENDS PLANNING CONFERENCE. Attends deployment or exercise planning conference in preparation for directed deployment/exercise.

9.4.3.3. CONDUCTS AIRFIELD/SITE SURVEY. Conducts and/or participates in airfield and/or site survey.

9.4.3.4. DEVELOPS INPUT TO EXERCISE ORDER. Develops or provides input for exercise order to responsible function, prepares draft, coordinates input, and finalizes input.

9.4.3.5. PREPARES AFTER ACTION REPORT. Prepares after action report from Operations Staff input.

9.4.3.6. REVIEWS FINAL DEPLOYMENT OR EXERCISE REPORT. Reviews published deployment or exercise report.

9.4.3.7. RESPONDS TO EXERCISE FOLLOW-UP ITEM.

9.5. PARTICIPATES IN AIRCREW CERTIFICATION PROGRAM:

9.5.1. CONDUCTS AIRCREW CERTIFICATION BRIEFING. Develops, maintains, schedules, and conducts operational plans briefing for aircrew certification program.

9.5.2. SERVES AS CERTIFICATION BOARD MEMBER. Serves as board member during aircrew certification process.

9.6. ATTENDS OPERATIONAL PLANS CONFERENCE:

9.6.1. CONDUCTS CONFERENCE.

9.6.2. ATTENDS CONFERENCE.

9.6.3. PREPARES TRIP REPORT. Prepares Operational Plans Conference trip report.

9.6.4. PERFORMS FOLLOW-UP ACTION. Performs follow-up action on report item.

9.7. PREPARES FOR BRIEFING:

9.7.1. DEVELOPS BRIEFING. Prepares and maintains briefing on planning document and prepares and maintains a synopsis on briefing.

9.7.2. CONDUCTS BRIEFING. Schedules and conducts briefing and records and maintains attendance record.

9.8. PERFORMS SPECIAL PROJECT. Reviews project document, attends meeting as required, performs study, prepares final product for presentation, and presents briefing, as required.

10. AIRSPACE MANAGEMENT:

10.1. MANAGES LOCAL AIRSPACE REQUIREMENT:

10.1.1. DEVELOPS SPECIAL USE AIRSPACE PROPOSAL. Develops and processes Military Training Route, Military Operation Area, Air Traffic Control Advisory Area, Low Altitude Tactical Navigation Area, Warning Area, Restricted Area, and AR Track proposal or modification to support local mission requirement.

10.1.2. PROCESSES WAIVER REQUEST. Processes waiver request to Federal Aviation Agency (FAA), or Department of Defense, directive.

10.1.3. REPORTS AIRSPACE UTILIZATION. Documents special use airspace (SUA) development and use; maintains record of daily activity scheduled and use for airspace.

10.2. ATTENDS LOCAL MEETING. Attends local meeting with FAA, local government agency, or general aviation organization.

10.3. ATTENDS AIRSPACE RELATED MEETING OR CONFERENCE. Represents the unit at conference, meeting, or workshop pertaining to airspace related matters.

10.4. COORDINATES AIRSPACE USAGE:

10.4.1. COORDINATES EXERCISE AIRSPACE. Coordinates airspace for ORI or exercise with FAA, local government agency, and general aviation community.

10.4.2. COORDINATES AIRSPACE PROPOSAL. Coordinates airspace proposal or question with the Air Installation Compatible Use Zone Working Group.

10.5. PERFORMS AS MEMBER OF BASE AIR TRAFFIC CONTROL BOARD. Acts as a permanent member of the Base Air Traffic Control Board.

10.6. COORDINATES REAL TIME AIRSPACE USAGE CONFLICT. Coordinates real time airspace usage problem with FAA, other military unit, government agency, or civilian aviation, and resolves conflict to ensure safe and efficient use of SUA.

10.7. INVESTIGATES ENCROACHMENT AND INCIDENT. Investigates encroachment, incident, and sonic boom complaint, and takes necessary action to resolve.

10.8. INVESTIGATES HAZARDOUS AIR TRAFFIC REPORTS (HATR). Investigates HATR to determine air traffic control adequacy, procedures relevance, and conflicts; develops revision to procedure or routing to resolve conflict, enhance flight safety, and provide efficient airspace use.

10.9. COORDINATES AIRSPACE COMPLAINT. Coordinates in the investigation and resolution of low-level flight, near mid-air collision, and inadvertent release of aircraft stores/component; researches flight schedules; contacts ATC agency (base or FAA) and other military agency to determine possible cause of complaint, and responds to initiating agency.

10.10. INVESTIGATES SUA VIOLATION. Investigates, analyzes, and documents alleged spillout of SUA, deviations from Air Traffic Control flight clearance and violation of FAA regulation, and completes report.

10.11. PERFORMS AIRSPACE EVALUATION. Performs actual flight evaluation of assigned airspace, stereo routing, and pattern to ensure adequacy for local mission requirement.

10.12. UPDATES LOCAL AREA MAP:

10.12.1. POSTS NEW MAP.

10.12.2. CHUMS MAP.

10.12.3. DOCUMENTS AERIAL SURVEY RESULTS.

10.13. ASSISTS IN DEVELOPING EXECUTION PLAN FOR ROUTINE EXERCISE:

10.13.1. REVIEWS EXERCISE PLAN. Reviews, coordinates, and provides input to exercise plan.

10.13.2. ATTENDS EXERCISE MEETING.

10.13.3. PROVIDES INPUT TO EXERCISE REPORT AFTER-ACTION REPORT.

10.14. PROVIDES INPUT TO CONUS DEPLOYMENT/EXERCISE REPRESENTATIVE:

10.14.1. REVIEWS DEPLOYMENT/EXERCISE PLAN. Reviews, coordinates, and provides input to ORI/AFT deployment/exercise plan.

10.14.2. ATTENDS DEPLOYMENT/EXERCISE MEETING.

10.14.3. PROVIDES INPUT TO DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.

10.15. PROVIDES INPUT TO OVERSEAS DEPLOYMENT/EXERCISE REPRESENTATIVE:

10.15.1. REVIEWS DEPLOYMENT/EXERCISE PLAN. Reviews, coordinates, and provides input to deployment/exercise plan.

10.15.2. ATTENDS DEPLOYMENT/EXERCISE MEETING.

10.15.3. PROVIDES INPUT TO DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.

10.16. PREPARES FOR UTA:

10.16.1. PREPARES UTA SCHEDULE/TRAINING MATERIAL.

10.16.2. SETS UP CLASSROOM.

10.16.3. COORDINATES AND SCHEDULES GUEST SPEAKER FOR TRAINING SESSION.

10.16.4. PERFORMS POST UTA PROCESSING.

11. FLIGHT ENGINEER:

11.1. CONDUCTS FLYING/GROUND FLIGHT ENGINEER TRAINING:

11.1.1. PERFORMS FLIGHT ENGINEER FLYING TRAINING:

11.1.1.1. PREPARES FOR BRIEFING. Establishes objective, selects the system to be emphasized, prepares briefing, and performs pre-mission planning.

11.1.1.1.1. PREPARES EVALUATOR FLIGHT (EF) ENGINEER BRIEFING.

11.1.1.1.2. PREPARES INSTRUCTOR FLIGHT (IF) ENGINEER BRIEFING.

11.1.1.1.3. PREPARES MISSION FLIGHT (MF) ENGINEER BRIEFING.

11.1.1.2. CONDUCTS BRIEFING:

11.1.1.2.1. CONDUCTS EF BRIEFING.

11.1.1.2.2. CONDUCTS IF BRIEFING.

11.1.1.2.3. CONDUCTS MF BRIEFING.

11.1.1.3. PERFORMS PREFLIGHT. Checks and verifies aircraft readiness, maintenance/service condition, the exterior and interior of airplane, and forms; inspects aircraft, operates systems, and prepares performance data.

11.1.1.3.1. PERFORMS EF PREFLIGHT.

11.1.1.3.2. PERFORMS IF PREFLIGHT.

11.1.1.3.3. PERFORMS MF PREFLIGHT.

11.1.1.4. STARTS TAXI AND TAKES OFF. Operates systems to start aircraft, assures performance of all checklist items for taxi and take off, and monitors aircraft performance during all phases of operation.

11.1.1.4.1. STARTS EF TAXI AND TAKES OFF.

11.1.1.4.2. STARTS IF TAXI AND TAKES OFF.

11.1.1.4.3. STARTS MF TAXI AND TAKES OFF.

11.1.1.5. FLIES MISSION. Flies mission, briefs in-flight critique, operates systems to ensure performance standards, and provides mission performance data.

11.1.1.5.1. FLIES EF MISSION.

11.1.1.5.2. FLIES IF MISSION.

11.1.1.5.3. FLIES MF MISSION.

11.1.1.6. PERFORMS POST FLIGHT. Completes AFTO Form 781, AFORM Aircrew/Mission Flight Data Document, and coordinates with Maintenance for post flight.

11.1.1.7. PERFORMS DEBRIEF. Assesses accomplished objective and debriefs flight.

11.1.1.7.1. PERFORMS EF DEBRIEF.

11.1.1.7.2. PERFORMS IF DEBRIEF.

11.1.1.7.3. PERFORMS MF DEBRIEF.

11.1.2. PERFORMS FLIGHT ENGINEER GROUND TRAINING:

11.1.2.1. SATISFIES SIMULATOR REQUIREMENT.

11.1.2.2. RECEIVES PHYSIOLOGICAL TRAINING.

11.1.2.3. RECEIVES EGRESS AND HARNESS TRAINING.

11.1.2.4. RECEIVES RECORD REVIEW.

11.1.2.5. RECEIVES SYSTEMS REFRESHER TRAINING.

11.1.2.6. RECEIVES INTELLIGENCE TRAINING.

11.1.2.7. RECEIVES WEAPONS TRAINING.

11.1.2.8. RECEIVES PYROTECHNIC FAMILIARIZATION TRAINING.

11.1.2.9. RECEIVES CHEMICAL WARFARE DEFENSE TRAINING.

11.1.2.10. RECEIVES UNDERWATER EGRESS TRAINING.

11.1.2.11. RECEIVES OPERATIONS SECURITY/COMMUNICATIONS SECURITY TRAINING.

11.1.3. TAKES EXAMINATION. Takes examination given by the Stan/Eval office.

11.1.3.1. TAKES OPEN BOOK EXAMINATION.

11.1.3.2. TAKES CLOSED BOOK EXAMINATION.

11.1.3.3. TAKES MARSHALLING EXAMINATION.

11.2. ADMINISTERS FLIGHT ENGINEER STAN/EVAL PROGRAM:

11.2.1. DEVELOPS POLICY AND PROCEDURE:

11.2.1.1. DEVELOPS DIRECTIVE. Researches applicable document, develops draft, coordinates draft, proofreads draft, and obtains approval.

11.2.1.2. REVISES PUBLICATION:

11.2.1.2.1. CONDUCTS PUBLICATION REVIEW.

11.2.1.2.2. PROCESSES RECOMMENDATION FOR CHANGE.

11.2.1.2.3. ATTENDS HHQ REVIEW CONFERENCE.

11.2.2. PERFORMS SAV. Performs SAV in support of Air Rescue Service.

11.2.3. PROVIDES INPUT TO QUARTERLY FLIGHT CREW BULLETIN (FCB). Researches and provides input to Quarterly FCB to Chief, Standardization and Evaluation.

11.2.4. PREPARES BRIEFING. Prepares briefing for Stan/Eval meeting during UTA.

11.2.5. PREPARES INPUT FOR MEETING. Prepares input for Monthly Commander's Meeting, prior to UTA.

11.2.6. PERFORMS FLIGHT ENGINEER FLIGHT EVALUATION:

11.2.6.1. PREPARES EVALUATION WORKSHEET. Prepares worksheet for flight engineer position and types evaluation to be performed.

11.2.6.2. BRIEFS EXAMINEE. Briefs examinee on purpose of flight check and grading criteria, ensures all prerequisites have been met, and ensures scheduled flight time is understood.

11.2.6.3. PERFORMS AMC EVALUATION. Performs AMC evaluation for flight engineer position prior to mission briefing and after mission debriefing.

11.2.6.4. DOCUMENTS EVALUATION RESULT. Documents the results of the evaluation examination.

11.2.6.5. CONDUCTS POST-MISSION DEBRIEFING. Conducts post-mission debrief through discussion of the examination results between the examiner and examinee.

11.2.6.6. CONDUCTS SUPERVISORY DEBRIEFING. Debriefs the Chief, Stan/Eval or Operations Officer on each evaluation examination.

11.2.6.7. DOCUMENTS AIRCREW QUALIFICATION. Documents required training on AF Form 8, Certificate of Aircrew Qualification, forwards to Chief, Stan/Eval and Squadron Commander for additional indorsement, obtains signature of examinee on AF Form 8, and files in Flight Evaluation Folder.

11.2.6.8. TRACKS ADDITIONAL TRAINING COMPLETION. Updates additional training log or computer product of additional training completion.

11.2.6.9. REEVALUATES DEFICIENT AREA:

11.2.6.9.1. REACCOMPLISHES EVALUATION. Reaccomplishes evaluation on deficient items.

11.2.6.9.2. DOCUMENTS AIRCREW QUALIFICATION. Documents required retraining on AF Form 8, obtains Chief, Stan/Eval and Squadron Commander indorsement, obtains signature of examinee on AF Form 8, and files in FEF.

11.2.6.10. MAINTAINS AND REVIEWS FEF. Documents FEF after every written test or flying evaluation and removes outdated material.

11.2.7. PREPARES TREND ANALYSIS. Prepares trend analysis and submits to Chief, Standardization and Evaluation and reviews for corrective action.

11.2.8. PERFORMS AIRCREW TESTING:

11.2.8.1. ADMINISTERS EXAMINATION:

11.2.8.1.1. CONDUCTS CLOSED BOOK EXAMINATION.

11.2.8.1.2. CONDUCTS OPEN BOOK EXAMINATION.

11.2.8.1.3. CONDUCTS INSTRUCTOR EXAMINATION.

11.2.8.1.4. CONDUCTS MARSHALLING EXAMINATION.

11.2.8.2. GRADES EXAMINATION:

11.2.8.2.1. GRADES CLOSED BOOK EXAMINATION.

11.2.8.2.2. GRADES OPEN BOOK EXAMINATION.

11.2.8.3. REVIEWS EXAMINATION. Reviews missed examination questions with examinee and shows source of correct answer.

11.2.8.4. DOCUMENTS EXAMINATION RESULT.

11.2.8.5. REVIEWS MQF.

11.2.8.6. UPDATES MQF.

11.2.8.7. DEVELOPS OR UPDATES AIRCREW EXAMINATION.

11.2.9. PREPARES AF FORM 847, RECOMMENDATION FOR CHANGE OF FLIGHT PUBLICATION (FLIGHT OPERATIONS):

11.2.9.1. PREPARES AF FORM 847. Prepares AF Form 847 to document the recommended change to a T.O. or directive.

11.2.9.2. FORWARDS TO UNIT AF FORM 847 MONITOR. Forwards AF Form 847 to unit monitor for review.

11.2.10. MANAGES FCIF FOR FLIGHT ENGINEER:

11.2.10.1. REVIEWS INFORMATION. Reviews message, letter, or verbal communication for inclusion in FCIF.

11.2.10.2. INITIATES FCIF ITEM. Initiates information item for FCIF.

11.2.10.3. REVIEWS FCIF. Performs annual FCIF review and deletes items no longer applicable.

11.2.11. MANAGES FLIGHT ENGINEER STAN/EVAL REVIEW AND CERTIFICATION BOARD:

11.2.11.1. NOTIFIES ATTENDEE. Notifies flight engineer technician when they are required to meet the board.

11.2.11.2. PREPARES INPUT TO STAN/EVAL BOARD. Prepares input for the board for reclassification or disqualification action.

11.2.11.3. ATTENDS STAN/EVAL BOARD.

11.2.11.4. MONITORS UNIT REVIEW AND CERTIFICATION BOARD.

11.2.11.5. INITIATES RECLASSIFICATION OR DISQUALIFICATION ACTION.

11.2.11.6. REVIEWS DISQUALIFICATION ACTION. Reviews, coordinates, and forwards reclassification on disqualification action to Chief, Stan/Eval and Squadron Commander.

11.2.12. REVIEWS INCOMING FEF. Reviews FEF for all newly assigned aircrew member to determine eligibility period, past experience, needed evaluations, and required special training.

11.2.13. MONITORS EVALUATION REQUIREMENT. Tracks evaluation requirement from eligibility zone by grease board, computer program, or other local methods.

11.2.14. DEVELOPS OR UPDATES EVALUATION PROFILE OR SCENARIO.

11.2.15. PROVIDES REGULATION UPDATE. Provides input to unit supplement to AMC Regulation 55-56, C-130 Air Rescue Operations.

11.2.16. MAINTAINS FLIGHT ENGINEER IN-FLIGHT GUIDE:

11.2.16.1. CREATES IN-FLIGHT GUIDE. Creates, coordinates, prints, and disseminates the Flight Engineer In-Flight Guide.

11.2.16.2. UPDATES IN-FLIGHT GUIDE. Updates, coordinates, prints, and disseminates the Flight Engineer In-Flight Guide.

11.2.17. ATTENDS STAN/EVAL CONFERENCE.

11.2.18. EVALUATES FORMAL EVALUATION. Evaluates formal evaluation received through Specialty Training Standard, Career Development Course, and Air Force Specialty Code description as it relates to operational and flying training, and prepares AF Form 8, Aircrew Evaluation Form.

11.2.19. ADMINISTERS SPOT EVALUATION AND PREPARES AF FORM 8.

11.2.20. ANALYZES ADVERSE TREND.

11.2.21. ENSURES SAFETY COMPLIANCE:

11.2.21.1. REVIEWS AIRCRAFT INCIDENT.

11.2.21.2. REVIEWS OPERATIONAL HAZARD.

11.2.21.3. REVIEWS ACCIDENT REPORT.

11.2.21.4. MAKES RECOMMENDATION/CHANGE.

11.2.21.5. FORWARDS RECOMMENDATION. Forwards recommendation/change to Safety Office and HHQ.

11.2.21.6. MAINTAINS AIRCRAFT FORM AND RECORD.

11.2.22. ASSURES WEIGHT AND BALANCE:

11.2.22.1. VERIFIES FUEL, PERSONNEL, AND CARGO.

11.2.22.2. DETERMINES SPECIFICATION LIMIT.

11.2.22.3. APPLIES WEIGHT AND BALANCE.

11.2.22.4. COMPUTES TAKE OFF, CLIMB, AND LANDING DATA.

11.2.22.5. DETERMINES ENGINE POWER REQUIREMENT.

11.3. PERFORMS FLIGHT ENGINEER SCHEDULING:

11.3.1. CONTACTS STAN/EVAL. Contacts Stan/Eval to determine evaluations to be completed on next month's monthly schedule and forwards to the Chief of Scheduling.

11.3.2. REVIEWS FLYING TRAINING CURRENCY SHEET. Reviews flying training currency sheet provided weekly from AFORMS, determines types of missions the Communication System Operator (CSO) requires for local training, and provides input to the Chief of Scheduling.

11.3.3. REVIEWS AMC 670 FOLDER. Reviews AMC 670 folder to determine upgrade training required.

11.3.4. SCHEDULES NON-UTA MISSION:

11.3.4.1. COMPLETES MONTHLY SCHEDULE:

11.3.4.1.1. REVIEWS INDIVIDUAL TRAINING REQUIREMENT. Reviews individual training requirement based upon scheduled mission.

11.3.4.1.1.1. REVIEWS REQUIREMENT FOR LOCAL MISSION.

11.3.4.1.1.2. REVIEWS REQUIREMENT FOR CROSS COUNTRY MISSION.

11.3.4.1.2. DETERMINES AVAILABILITY OF FLIGHT ENGINEER. Contacts each flight engineer to determine availability for scheduled mission.

11.3.4.1.2.1. DETERMINES AVAILABILITY FOR LOCAL MISSION.

11.3.4.1.2.2. DETERMINES AVAILABILITY FOR CROSS COUNTRY MISSION.

11.3.4.1.3. DETERMINES PAY STATUS:

11.3.4.1.3.1. DETERMINES PAY STATUS FOR LOCAL MISSION. Determines pay status of each flight engineer by coordinating with Air Operations supervisor and obtains additional pay resources from Air Operations Officer as required.

11.3.4.1.3.2. DETERMINES PAY STATUS FOR CROSS COUNTRY MISSION. Determines type of pay resource required for mission and provides input to the Chief of Scheduling.

11.3.4.1.4. COMPLETES MONTHLY SCHEDULE. Completes monthly schedule and returns to Scheduling.

11.3.5. PROVIDES INPUT TO DEVIATION IN SCHEDULE. Reviews training requirement, contacts individual for availability, reviews pay status, identifies individual for mission, and provides Scheduling with name of flight engineer.

11.3.6. NOTIFIES EMPLOYER. Notifies employer by letter for active duty commitment.

11.3.7. PROVIDES FLIGHT ENGINEER FOR UNSCHEDULED SAR MISSION. Determines qualification for mission, contacts individual for availability, identifies individual for mission, and provides name of flight engineer to mission commander.

11.3.8. PROVIDES FLIGHT ENGINEER FOR DEPLOYMENT/EXERCISE:

11.3.8.1. ATTENDS MEETING. Attends meeting, reviews plan, determines communication requirement, determines Communications Security (COMSEC) requirement, determines training to be accomplished, and determines number of flight engineers required on mission.

11.3.8.2. REVIEWS FLYING TRAINING CURRENCY SHEET. Reviews flying training currency sheet to determine order of selection for contacting flight engineers.

11.3.8.3. REVIEWS AMC 670 FOLDER.

11.3.8.4. CONTACTS FLIGHT ENGINEER. Contacts flight engineer to fill mission requirement.

11.3.8.5. PROVIDES INPUT TO THE CHIEF OF SCHEDULING.

11.3.8.6. NOTIFIES EMPLOYER. Notifies employer of active duty commitment.

11.3.9. SCHEDULES UTA MISSION:

11.3.9.1. ATTENDS MEETING. Attends meeting with Chief of Scheduling and Chief of Training to determine which flight engineer will fly on UTA mission, discusses type of mission scheduled, and selects flight engineer based on ground training requirements already scheduled.

11.3.9.2. CONTACTS FLIGHT ENGINEER. Contacts flight engineer selected for UTA mission.

11.3.10. DEVELOPS WEEKLY SCHEDULE.

11.3.11. PREPARES, REVIEWS, AND FORWARDS FORM TO APPROPRIATE AGENCY:

11.3.11.1. PREPARES, REVIEWS, AND FORWARDS AFTO FORM 151A, INDIVIDUAL C130 AIRCRAFT USAGE LOG.

11.3.11.2. PREPARES, REVIEWS, AND FORWARDS AMC FORM 796, C-130 FUEL LOG.

11.4. CONDUCTS OPERATIONS TRAINING:

11.4.1. PREPARES FLIGHT ENGINEER TRAINING PLAN:

11.4.1.1. COORDINATES FLIGHT ENGINEER TRAINING PLAN. Coordinates development of training plan and priority with the Chief of Training, and coordinates with other Operations work center functions for input.

11.4.1.2. PREPARES PLAN. Compiles input and prepares training plan.

11.4.1.3. PUBLISHES PLAN. Publishes training plan.

11.4.1.4. REVISES TRAINING PLAN. Reviews plan, coordinates changes with work center personnel, and makes revision to training plan.

11.4.2. PREPARES INDIVIDUAL TRAINING REQUIREMENT:

11.4.2.1. REVIEWS NEWLY ASSIGNED FLIGHT ENGINEER RECORD:

11.4.2.1.1. ASSESSES NEWLY ASSIGNED FLIGHT ENGINEER RECORD. Reviews record and determines qualification training necessary to make or sustain MR status and forwards record to the Chief of Training for review.

11.4.2.1.2. ASSESSES FLIGHT ENGINEER QUALIFICATION. Reviews status of member and the appropriate training requirement.

11.4.2.2. REVIEWS UNIT LEVEL FLYING TRAINING UPGRADE SYLLABUS. Reviews all flight engineer upgrade training syllabus, coordinates syllabus with appropriate work center personnel and flight engineer, and makes change as required.

11.4.2.3. PREPARES OUTLINE OF TRAINING REQUIREMENT. Prepares outline of individual training requirement, forwards to the Chief of Training for approval, and then coordinates training requirement with appropriate office.

11.4.2.4. REVIEWS MASTER TRAINING TABLE ASSIGNMENT LIST. Requests list of flight engineer from AFORMS, reviews for accuracy, corrects discrepancy as required, and forwards to appropriate office.

11.4.2.4.1. REVIEWS GROUND TRAINING LIST.

11.4.2.4.2. REVIEWS FLIGHT TRAINING LIST.

11.4.2.5. UPDATES TRAINING TABLE. Updates training table, coordinates with appropriate office, and forwards to the Chief of Training or the Chief of Scheduling, as appropriate.

11.4.2.5.1. UPDATES TRAINING TABLE FOR GROUND TRAINING.

11.4.2.5.2. UPDATES TRAINING TABLE FOR FLIGHT TRAINING.

11.4.2.6. REVIEWS AFORMS TRAINING PRODUCT. Requests individual training summary report and reviews status of flight engineer.

11.4.3. REQUESTS FORMAL SCHOOL:

11.4.3.1. DETERMINES STUDENT AVAILABILITY.

11.4.3.2. PREPARES REQUEST. Prepares request for formal school and forwards to Base Training Office.

11.4.3.3. NOTIFIES STUDENT OF SCHOOL AVAILABILITY. Notifies student of school availability after receiving notice from the Base Training Office.

11.4.4. MONITORS FLIGHT ENGINEER TRAINING STATUS:

11.4.4.1. PREPARES GROUND TRAINING MAKEUP LETTER. Prepares ground training makeup letter for individual missing UTA, forwards to the Squadron Commander for approval, notifies individual, and files copy with the Air Operations Supervisor.

11.4.4.2. REVIEWS CONTINUOUS TRAINING EVENT COMPLETION. Reviews training accomplishment form for discrepancy, makes correction as required, and annotates for AFORMS update.

11.4.4.3. REVIEWS AMC FORM 670, AIRCREW TRAINING FOLDER. Reviews AMC Form 670 for completeness and notifies the Chief of Training when additional sorties are required to complete training.

11.4.4.4. DOCUMENTS COMPLETED UPGRADE TRAINING PROGRAM SYLLABUS. Documents completed upgrade training program, notifies appropriate operations work center, and routes to the Chief of Training.

11.4.4.5. NOTIFIES INDIVIDUAL OF TRAINING DEFICIENCY. Notifies individual of training deficiency and corrective action to be taken.

11.4.4.6. SUBMITS WAIVER REQUEST. Submits request for waiver to training requirement to the Chief of Training.

11.4.4.7. REVIEWS FLIGHT ENGINEER QUALIFICATION. Reviews status of member and appropriate training requirement.

11.4.4.8. UPDATES PROFESSIONAL QUALIFICATION INDEX (PQI). Reviews PQI and updates and notifies the Chief of Training.

11.4.4.9. MONITORS FORMAL SCHOOL TRAINING. Monitors individual attending formal school training by calling school to check training progress.

11.4.5. EVALUATES TRAINING PROGRAM. Evaluates training program and provides technical guidance and training clarification to the Chief of Training on achieving the training objective and standard while avoiding duplication of training requirement.

11.4.6. CONDUCTS TRAINING:

11.4.6.1. CONDUCTS LOCAL ORIENTATION TRAINING. Conducts local orientation training IAW AMCR 51-130, C-130 Aircrew Training Manual, documents training on AMC Form 670, and forwards to the Chief of Training.

11.4.6.2. CONDUCTS UPGRADE TRAINING:

11.4.6.2.1. CONDUCTS INITIAL QUALIFICATION TRAINING. Conducts initial qualification training IAW formal school lesson plan, documents on AMC Form 670, and forwards to the Operations Officer upon completion of training.

11.4.6.2.2. CONDUCTS INSTRUCTOR UPGRADE TRAINING. Conducts instructor upgrade training IAW AMCR 51-130, documents on AMC Form 670, and forwards to the Operations Officer upon completion of training.

11.4.6.2.3. CONDUCTS SPECIAL MISSION TRAINING. Conducts special mission training IAW AMCR 51-130, documents on AMC Form 670, and forwards to the Chief of Training.

11.4.6.3. CONDUCTS REQUALIFICATION TRAINING. Conducts requalification training IAW recommendation from Stan/Eval, documents on AF Form 8, and forwards to Stan/Eval upon completion of training.

11.4.7. ATTENDS TRAINING CONFERENCE/SEMINAR:

11.4.7.1. PERFORMS TRAVEL.

11.4.7.2. PREPARES FOR CONFERENCE/SEMINAR.

11.4.7.3. ATTENDS CONFERENCE/SEMINAR.

11.4.8. COMPLETES GRADUATE PROGRESS SURVEY FORM.

11.4.9. PREPARES COURSE OUTLINE/PLAN. Prepares course outline/plan on principles of operation, preflight procedure, engineer's panel, analysis, and setting of flight control.

11.4.9.1. DEVELOPS TEST MATERIAL.

11.4.9.2. UPDATES TEST MATERIAL.

11.4.9.3. GRADES TEST.

11.4.9.4. DEVELOPS VISUAL AID.

11.4.10. CONDUCTS TRAINING:

11.4.10.1. CONDUCTS INITIAL QUALIFICATION TRAINING.

11.4.10.2. CONDUCTS MISSION QUALIFICATION TRAINING.

11.4.10.3. CONDUCTS CONTINUATION QUALIFICATION TRAINING.

11.4.10.4. CONDUCTS UPGRADE/SPECIALIZED TRAINING.

11.4.11. INVENTORIES TEST/MATERIAL.

11.4.12. ANALYZES AND EVALUATES TRAINING ACCOMPLISHMENT.

11.4.13. MONITORS FORMAL SCHOOL/TRAINING REQUIREMENT.

11.4.14. MAINTAINS TRAINING RECORD.

11.4.15. CONDUCTS PROFICIENCY EVALUATION.

11.4.16. ENSURES CERTIFICATION.

11.4.17. EVALUATES GROUND AND FLIGHT TRAINING PROGRAM.

11.4.18. ASSESSES STUDENT PROGRESS.

11.5. NONFLYING SUPPORT:

11.5.1. MANAGES AND MAINTAINS COMBAT REPAIR KIT.

11.5.2. PERFORMS TEMPORARY DUTY (TDY) TRAVEL. Performs TDY travel to accomplish official/job related duties.

11.5.3. ENSURES "RED" X MAINTENANCE DISCREPANCY IS CLEARED.

11.5.4. PERFORMS MAINTENANCE TEST FLIGHT AS FLIGHT ENGINEER. Performs maintenance test flight and coordinates with Maintenance.

11.5.5. PREPARES FOR MOBILITY:

11.5.5.1. PREPARES MOBILITY ITEM.

11.5.5.2. UNPACKS MATERIAL. Ensures unpacking and returns to bench stock.

11.5.5.3. PERFORMS MOBILITY CLEANUP.

11.5.6. PREPARES FOR UTA:

11.5.6.1. PREPARES UTA SCHEDULE/TRAINING MATERIAL.

11.5.6.2. SETS UP CLASSROOM.

11.5.6.3. COORDINATES AND SCHEDULES GUEST SPEAKER FOR TRAINING SESSION.

11.5.6.4. PERFORMS POST UTA PROCESSING.

12. LOADMASTER:

12.1. PERFORMS FLYING/GROUND LOADMASTER TRAINING:

12.1.1. PERFORMS LOADMASTER FLYING TRAINING:

12.1.1.1. PREPARES FOR BRIEFING. Establishes objective, selects the system to be emphasized, prepares briefing, and performs premission planning.

12.1.1.1.1. PREPARES EVALUATOR LOADMASTER (EL) BRIEFING.

12.1.1.1.2. PREPARES INSTRUCTOR LOADMASTER (IL) BRIEFING.

12.1.1.1.3. PREPARES MISSION LOADMASTER (ML) BRIEFING.

12.1.1.2. CONDUCTS BRIEFING:

12.1.1.2.1. CONDUCTS EL BRIEFING.

12.1.1.2.2. CONDUCTS IL BRIEFING.

12.1.1.2.3. CONDUCTS ML BRIEFING.

12.1.1.3. PERFORMS PREFLIGHT. Verifies aircraft readiness and maintenance serviceability condition by inspecting aircraft forms, performs visual interior and exterior preflight inspection, preflights and operates appropriate aircraft systems dictated by mission use, computes weight and balance, and completes DD Form 365-F, Weight and Balance Data Sheet.

12.1.1.3.1. PERFORMS EL PREFLIGHT.

12.1.1.3.2. PERFORMS IL PREFLIGHT.

12.1.1.3.3. PERFORMS ML PREFLIGHT.

12.1.1.4. LOADS AIRCRAFT:

12.1.1.4.1. PLANS LOAD. Plans load, positions cargo door and ramp, checks manifest, inspects cargo, loads aircraft IAW T.O. and directive.

12.1.1.4.2. SECURES LOAD. Accomplishes after loading checklist IAW applicable T.O. [T.O. 1C-130(H)H-1CL-3].

12.1.1.4.3. BRIEFS PASSENGER. Briefs passenger, completes AF Form 96, Passenger Manifest, and demonstrates use of Life Preserver Unit, location of ground emergency exit, and ground/air emergency procedure.

12.1.1.5. PREPARES FOR CANCELED MISSION. Prepares for mission which is subsequently canceled and not rescheduled.

12.1.1.5.1. PREPARES EL/IL/ML BRIEFING.

12.1.1.5.2. CONDUCTS EL/IL/ML BRIEFING.

12.1.1.5.3. PERFORMS EL/IL/ML PREFLIGHT.

12.1.1.6. PERFORMS PRESTART TO TAKEOFF CHECKLIST. Observes engine start for safety, ensures engine has no fuel or hydraulic leak, monitors hydraulic system within aircraft, and ensures cargo and passengers are secured prior to and during taxi and takeoff phase of flight.

12.1.1.6.1. PERFORMS EL PRESTART TO TAKEOFF CHECKLIST.

12.1.1.6.2. PERFORMS IL PRESTART TO TAKEOFF CHECKLIST.

12.1.1.6.3. PERFORMS ML PRESTART TO TAKEOFF CHECKLIST.

12.1.1.7. FLIES MISSION. Flies mission, periodically checks all aircraft hydraulic systems and associated plumbing, visually scans the interior/ exterior of aircraft throughout flight, provides pilot and engineer information of any hazardous/unsafe condition.

12.1.1.7.1. FLIES EL MISSION.

12.1.1.7.2. FLIES IL MISSION.

12.1.1.7.3. FLIES ML MISSION.

12.1.1.8. PERFORMS POST FLIGHT. Documents aircraft maintenance discrepancy found during flight, shuts off all emergency lights and oxygen systems, supervises the downloading of passengers and cargo, downloads pyrotechnic device and training equipment, completes propeller feather check, prepares clearance and customs form, and sprays aircraft with insecticide if required.

12.1.1.8.1. PERFORMS EL POST FLIGHT.

12.1.1.8.2. PERFORMS IL POST FLIGHT.

12.1.1.8.3. PERFORMS ML POST FLIGHT.

12.1.1.9. PERFORMS DEBRIEF. Assesses accomplished objective, debriefs flight, and completes required Air Force Operations Resource Management System Aircrew Mission Flight Data document.

12.1.1.9.1. PERFORMS EL DEBRIEF.

12.1.1.9.2. PERFORMS IL DEBRIEF.

12.1.1.9.3. PERFORMS ML DEBRIEF.

12.1.2. RECEIVES/PERFORMS LOADMASTER GROUND TRAINING:

12.1.2.1. RECEIVES LOADMASTER GROUND TRAINING:

12.1.2.1.1. RECEIVES PHYSIOLOGICAL TRAINING. Performs TDY at training location to receive training.

12.1.2.1.2. RECEIVES EGRESS TRAINING. Receives water, land, and air egress training.

12.1.2.1.3. RECEIVES HAZARDOUS CARGO TRAINING.

12.1.2.1.4. RECEIVES FLIGHT AND GROUND SAFETY TRAINING.

12.1.2.1.5. RECEIVES FIRE EXTINGUISHER TRAINING ON/OFF AIRCRAFT.

12.1.2.1.6. RECEIVES WEAPONS TRAINING.

12.1.2.1.7. RECEIVES PYROTECHNIC FAMILIARIZATION TRAINING.

12.1.2.1.8. RECEIVES CHEMICAL WARFARE DEFENSE TRAINING.

12.1.2.1.9. RECEIVES OPERATIONS SECURITY/COMMUNICATIONS SECURITY TRAINING.

12.1.3. TAKES EXAMINATION: Takes examination given by the Stan/Eval office.

12.1.3.1. TAKES OPEN BOOK EXAMINATION.

12.1.3.2. TAKES CLOSED BOOK EXAMINATION.

12.1.3.3. TAKES MARSHALLING EXAMINATION.

12.2. ADMINISTERS LOADMASTER STAN/EVAL PROGRAM:

12.2.1. DEVELOPS POLICY AND PROCEDURE:

12.2.1.1. DEVELOPS DIRECTIVE. Researches applicable document, develops draft, coordinates draft, proofreads draft, and obtains approval.

12.2.1.2. REVISES PUBLICATION:

12.2.1.2.1. CONDUCTS PUBLICATION REVIEW.

12.2.1.2.2. PROCESSES RECOMMENDATION FOR CHANGE.

12.2.1.2.3. ATTENDS HHQ REVIEW CONFERENCE.

12.2.2. PERFORMS SAV. Performs SAV in support of Air Rescue Service.

12.2.3. PROVIDES INPUT TO QUARTERLY FCB. Researches and provides input to Quarterly FCB to Chief, Standardization and Evaluation.

12.2.4. PREPARES BRIEFING. Prepares briefing for Standardization and Evaluation meeting during UTA.

12.2.5. PREPARES INPUT FOR MEETING. Prepares input for monthly commander's meeting, prior to UTA.

12.2.6. PERFORMS LOADMASTER FLIGHT EVALUATION:

12.2.6.1. PREPARES EVALUATION WORKSHEET. Prepares worksheet for loadmaster position and types evaluation to be performed.

12.2.6.2. BRIEFS EXAMINEE. Briefs examinee on purpose of flight check and grading criteria, ensures all prerequisites have been met, and ensures scheduled flight time is understood.

12.2.6.3. PERFORMS AMC EVALUATION. Performs AMC evaluation for loadmaster position prior to mission briefing and after mission debriefing.

12.2.6.4. DOCUMENTS EVALUATION RESULT. Documents the results of the evaluation examination.

12.2.6.5. CONDUCTS POST-MISSION DEBRIEFING. Conducts post-mission debrief through discussion of the examination results between the examiner and examinee.

12.2.6.6. CONDUCTS SUPERVISORY DEBRIEFING. Debriefs the Chief, Stan/Eval or Operations Officer on each evaluation examination.

12.2.6.7. DOCUMENTS AIRCREW QUALIFICATION. Documents required training on AF Form 8, Certificate of Aircrew Qualification, forwards to Chief, Stan/Eval and Squadron Commander for additional indorsement, obtains signature of examinee on AF Form 8, and files in FEF.

12.2.6.8. TRACKS ADDITIONAL TRAINING COMPLETION. Updates additional training log or computer product of additional training completion.

12.2.6.9. REEVALUATES DEFICIENT AREA:

12.2.6.9.1. REACCOMPLISHES EVALUATION. Reaccomplishes evaluation on deficient items.

12.2.6.9.2. DOCUMENTS AIRCREW QUALIFICATION. Documents required retraining on AF Form 8, obtains Chief, Stan/Eval and Squadron Commander indorsement, obtains signature of examinee on AF Form 8, and files in FEF.

12.2.6.10. MAINTAINS AND REVIEWS FEF. Documents FEF after every written test or flying evaluation and removes outdated material.

12.2.7. PREPARES TREND ANALYSIS. Prepares trend analysis and submits to Chief, Standardization and Evaluation and reviews for corrective action.

12.2.8. PERFORMS AIRCREW TESTING:

12.2.8.1. ADMINISTERS EXAMINATION:

12.2.8.1.1. CONDUCTS CLOSED BOOK EXAMINATION.

12.2.8.1.2. CONDUCTS OPEN BOOK EXAMINATION.

12.2.8.1.3. CONDUCTS INSTRUCTOR EXAMINATION.

12.2.8.1.4. CONDUCTS MARSHALLING EXAMINATION.

12.2.8.2. GRADES EXAMINATION:

12.2.8.2.1. GRADES CLOSED BOOK EXAMINATION.

12.2.8.2.2. GRADES OPEN BOOK EXAMINATION.

12.2.8.3. REVIEWS EXAMINATION. Reviews missed examination questions with examinee and shows source of correct answer.

12.2.8.4. DOCUMENTS EXAMINATION RESULT.

12.2.8.5. REVIEWS MQF.

12.2.8.6. UPDATES MQF.

12.2.8.7. DEVELOPS OR UPDATES AIRCREW EXAMINATION.

12.2.9. PREPARES AF FORM 847, RECOMMENDATION FOR CHANGE OF FLIGHT PUBLICATION (FLIGHT OPERATIONS):

12.2.9.1. PREPARES AF FORM 847. Prepares AF Form 847 to document the recommended change to a T.O. or directive.

12.2.9.2. FORWARDS TO UNIT AF FORM 847 MONITOR. Forwards AF Form 847 to unit monitor for review.

12.2.10. MANAGES FCIF FOR LOADMASTER:

12.2.10.1. REVIEWS INFORMATION. Reviews message, letter, verbal communication for inclusion in FCIF.

12.2.10.2. INITIATE FCIF ITEM. Initiates information item for FCIF.

12.2.10.3. REVIEWS FCIF. Performs annual FCIF review and deletes items no longer applicable.

12.2.11. MANAGES LOADMASTER STAN/EVAL REVIEW AND CERTIFICATION BOARD:

12.2.11.1. NOTIFIES ATTENDEE. Notifies Loadmaster Technician when they are required to meet the board.

12.2.11.2. PREPARES INPUT TO STAN/EVAL BOARD. Prepares input for the board for reclassification or disqualification action.

12.2.11.3. ATTENDS STAN/EVAL BOARD.

12.2.11.4. MONITORS UNIT REVIEW AND CERTIFICATION BOARD.

12.2.11.5. INITIATES RECLASSIFICATION OR DISQUALIFICATION ACTION.

12.2.11.6. REVIEWS DISQUALIFICATION ACTION. Reviews, coordinates, and forwards reclassification on disqualification action to Chief, Stan/Eval and Squadron Commander.

12.2.12. REVIEWS INCOMING FEF. Reviews FEF for all newly assigned aircrew member to determine eligibility period, past experience, needed evaluations, and required special training.

12.2.13. MONITORS EVALUATION REQUIREMENT. Tracks evaluation requirement from eligibility zone by grease board, computer program, or other local methods.

12.2.14. DEVELOPS OR UPDATES EVALUATION PROFILE OR SCENARIO.

12.2.15. PROVIDES REGULATION UPDATE. Provides input to unit supplement to AMC Regulation 55-56, C-130 Air Rescue Operations.

12.2.16. MAINTAINS IN-FLIGHT GUIDE:

12.2.16.1. CREATES IN-FLIGHT GUIDE. Creates, coordinates, prints, and disseminates the Loadmaster In-Flight Guide.

12.2.16.2. UPDATES IN-FLIGHT GUIDE. Updates, coordinates, prints, and disseminates the Loadmaster In-Flight Guide.

12.2.17. ATTENDS STAN/EVAL CONFERENCE.

12.2.18. EVALUATES FORMAL EVALUATION. Evaluates formal evaluation received through Specialty Training Standard, Career Development Course, and Air Force Specialty Code description as it relates to operational and flying training, and prepares AF Form 8, Aircrew Evaluation Form.

12.2.19. ADMINISTERS SPOT EVALUATION AND PREPARES AF FORM 8.

12.2.20. ENSURES SAFETY COMPLIANCE:

12.2.20.1. REVIEWS AIRCRAFT INCIDENT.

12.2.20.2. REVIEWS OPERATIONAL HAZARD.

12.2.20.3. REVIEWS ACCIDENT REPORT.

12.2.20.4. MAKES RECOMMENDATION/CHANGE.

12.2.20.5. FORWARDS RECOMMENDATION. Forwards recommendation/change to Safety office and HHQ.

12.2.20.6. REVIEWS AIRCRAFT FORM AND RECORD.

12.2.21. ASSURES WEIGHT AND BALANCE:

12.2.21.1. VERIFIES FUEL, PERSONNEL, AND CARGO.

12.2.21.2. CHECKS SPECIFIC WEIGHT LIMITATION.

12.2.21.3. COMPUTES TAKE OFF AND AIRCRAFT CENTER OF GRAVITY.

12.3. ADMINISTERS PYROTECHNIC (PYRO) TRAINING:

12.3.1. PREPARES AIRCRAFT FOR MAINTENANCE. Downloads, stores, and uploads mission pyro when aircraft is taken into hangar for maintenance and replaces mission pyro when aircraft is returned to flightline.

12.3.2. MONITORS EXPIRATION DATE. Monitors expiration date of pyro and removes and replaces pyro accordingly.

12.3.3. REPLACES SPENT AIRCRAFT MISSION PYRO. Replaces spent aircraft mission pyro used during search or rescue mission to maintain mission ready status.

12.3.4. FORECASTS FIVE-YEAR PYRO REQUIREMENT. Determines pyro requirement for HC-130 use in mission, training, and mobility for five-year period; obtains requirement for HH-60 helicopter from engineering section and rescue requirement from pararescue section; reviews, combines, and submits total requirement to supply.

12.3.5. REQUISITIONS PYRO FROM SUPPLY. Submits AF Form 2005, Issue/Turn in Request, to Supply for pyro required in support of current mission, receives DD Form 1348-1, DOD Single Line Item Release/Receipt Document from Supply, takes DD Form 1348-1 to Munitions, removes pyro from Munitions storage area to Operations storage area, loads pyro required for immediate use on truck, travels to aircraft, unloads truck, loads and stores mission pyro, loads and secures training pyro.

12.3.6. INSPECTS PYRO STORAGE AREA. Inspects pyro storage area weekly for cleanliness and security and insures proper storage technique IAW AFR 127-100.

12.4. PERFORMS LOADMASTER SCHEDULING:

12.4.1. CONTACTS STAN/EVAL. Contacts Stan/Eval to determine evaluations to be completed on next month's monthly schedule and forwards to the Chief of Scheduling.

12.4.2. REVIEWS FLYING TRAINING CURRENCY SHEET. Reviews flying training currency sheet provided weekly from AFORMS, to determine types of missions the CSOs require for local training and provides input to the Chief of Scheduling.

12.4.3. REVIEWS AMC 670 FOLDER. Reviews AMC 670 folder to determine upgrade training required.

12.4.4. SCHEDULES NON-UTA MISSION:

12.4.4.1. COMPLETES MONTHLY SCHEDULE:

12.4.4.1.1. REVIEWS INDIVIDUAL TRAINING REQUIREMENT. Reviews individual training requirement based upon scheduled mission.

12.4.4.1.1.1. REVIEWS REQUIREMENT FOR LOCAL MISSION.

12.4.4.1.1.2. REVIEWS REQUIREMENT FOR CROSS COUNTRY MISSION.

12.4.4.1.2. DETERMINES AVAILABILITY OF LOADMASTER. Contacts each Loadmaster to determine availability for scheduled mission.

12.4.4.1.2.1. DETERMINES AVAILABILITY FOR LOCAL MISSION.

12.4.4.1.2.2. DETERMINES AVAILABILITY FOR CROSS COUNTRY MISSION.

12.4.4.1.3. DETERMINES PAY STATUS:

12.4.4.1.3.1. DETERMINES PAY STATUS FOR LOCAL MISSION. Determines pay status of each loadmaster by coordinating with Air Operations Supervisor and obtains additional pay resources from Air Operations Officer as required.

12.4.4.1.3.2. DETERMINES PAY STATUS FOR CROSS COUNTRY MISSION. Determines type of pay resource required for mission and provides input to the Chief of Scheduling.

12.4.4.1.4. COMPLETES MONTHLY SCHEDULE. Completes monthly schedule and returns to Scheduling.

12.4.5. PROVIDES INPUT TO DEVIATION IN SCHEDULE. Reviews training requirement, contacts individual for availability, reviews pay status, identifies individual for mission, and provides Scheduling with name of loadmaster.

12.4.6. NOTIFIES EMPLOYER. Notifies employer by letter for active duty commitment.

12.4.7. PROVIDES LOADMASTER FOR UNSCHEDULED SAR MISSION. Determines qualification for mission, contacts individual for availability, identifies individual for mission, and provides name of loadmaster to mission commander.

12.4.8. PROVIDES LOADMASTER FOR DEPLOYMENT/EXERCISE:

12.4.8.1. ATTENDS MEETING. Attends meeting, reviews plan, determines loadmaster requirement, determines training to be accomplished, and determines number of loadmasters required on mission.

12.4.8.2. REVIEWS FLYING TRAINING CURRENCY SHEET. Reviews flying training currency sheet to determine order of selection for contacting loadmaster.

12.4.8.3. REVIEWS AMC 670 FOLDER.

12.4.8.4. CONTACTS LOADMASTER. Contacts loadmaster to fill mission requirement.

12.4.8.5. PROVIDES INPUT TO THE CHIEF OF SCHEDULING.

12.4.8.6. NOTIFIES EMPLOYER. Notifies employer of active duty commitment.

12.4.9. SCHEDULES UTA MISSION:

12.4.9.1. ATTENDS MEETING. Attends meeting with Chief of Scheduling, and Chief of Training to determine which loadmaster will fly on UTA mission, discusses type of mission scheduled, coordinates with HC-130 section scheduler, and selects loadmaster based on ground training requirements already scheduled.

12.4.9.2. CONTACTS LOADMASTER. Contacts loadmaster selected for UTA mission.

12.5. PREPARES LOADMASTER TRAINING PLAN:

12.5.1. COORDINATES LOADMASTER TRAINING PLAN. Coordinates development of training plan and priority with the Chief of Training and coordinates with other operations work center functions for input.

12.5.2. PREPARES PLAN. Compiles input and prepares training plan.

12.5.3. PUBLISHES PLAN. Publishes training plan.

12.5.4. REVISES TRAINING PLAN. Reviews plan, coordinates changes with work center personnel, and makes revision to training plan.

12.6. PREPARES INDIVIDUAL TRAINING REQUIREMENT:

12.6.1. REVIEWS NEWLY ASSIGNED LOADMASTER RECORD:

12.6.1.1. ASSESSES NEWLY ASSIGNED LOADMASTER RECORD. Reviews record and determines qualification training necessary to make or sustain MR status and forwards record to the Chief of Training for review.

12.6.1.2. ASSESSES LOADMASTER QUALIFICATION. Reviews status of member and the appropriate training requirement.

12.6.2. REVIEWS UNIT LEVEL FLYING TRAINING UPGRADE SYLLABUS. Reviews all loadmaster upgrade training syllabus, coordinates syllabus with appropriate work center personnel and communications specialist, and makes change as required.

12.6.3. PREPARES OUTLINE OF TRAINING REQUIREMENT. Prepares outline of individual training requirement, forwards to the Chief of Training for approval, and coordinates training requirement with appropriate office.

12.6.4. REVIEWS MASTER TRAINING TABLE ASSIGNMENT LIST. Requests list from AFORMS, reviews for accuracy, corrects discrepancy as required, and forwards to appropriate office.

12.6.4.1. REVIEWS GROUND TRAINING LIST.

12.6.4.2. REVIEWS FLIGHT TRAINING LIST.

12.7. PREPARES COURSE OUTLINE/PLAN. Prepares course outline/plan on principles of loadmaster procedures and form.

12.7.1. DEVELOPS TEST MATERIAL.

12.7.2. UPDATES TEST MATERIAL.

12.7.3. GRADES TEST.

12.7.4. DEVELOPS VISUAL AID.

12.8. UPDATES TRAINING TABLE. Updates training table, coordinates with appropriate office, and forwards to the Chief of Training or the Chief of Scheduling, as appropriate.

12.8.1. UPDATES TRAINING TABLE FOR GROUND TRAINING.

12.8.2. UPDATES TRAINING TABLE FOR FLIGHT TRAINING.

12.8.3. REVIEWS AFORMS TRAINING PRODUCT. Requests individual training summary report and reviews status of loadmaster.

12.9. REQUESTS FORMAL SCHOOL:

12.9.1. DETERMINES STUDENT AVAILABILITY.

12.9.2. PREPARES REQUEST. Prepares request for formal school and forwards to Base Training Office.

12.9.3. NOTIFIES STUDENT OF SCHOOL AVAILABILITY. Notifies student of school availability after receiving notice from the Base Training Office.

12.10. MONITORS LOADMASTER TRAINING STATUS:

12.10.1. PREPARES GROUND TRAINING MAKEUP LETTER. Prepares ground training makeup letter for individual missing UTA, forwards to the Squadron Commander for approval, notifies individual, and files copy with the Air Operations Supervisor.

12.10.2. REVIEWS CONTINUOUS TRAINING EVENT COMPLETION. Reviews training accomplishment form for discrepancy, makes correction as required, and annotates for AFORMS update.

12.10.3. REVIEWS AMC FORM 670, AIRCREW TRAINING FOLDER. Reviews AMC Form 670 for completeness and notifies the Chief of Training when additional sorties are required to complete training.

12.10.4. DOCUMENTS COMPLETED UPGRADE TRAINING PROGRAM SYLLABUS. Documents completed upgrade training program, notifies appropriate operations work center, and routes to the Chief of Training.

12.10.5. NOTIFIES INDIVIDUAL OF TRAINING DEFICIENCY. Notifies individual of training deficiency and corrective action to be taken.

12.10.6. SUBMITS WAIVER REQUEST. Submits request for waiver to training requirement to the Chief of Training.

12.10.7. REVIEWS LOADMASTER QUALIFICATION. Reviews status of member and appropriate training requirement.

12.10.8. UPDATES PQI. Reviews PQI and updates and notifies the Chief of Training.

12.10.9. MONITORS FORMAL SCHOOL TRAINING. Monitors individual attending formal school training by calling school to check training progress.

12.11. EVALUATES TRAINING PROGRAM. Evaluates training program and provides technical guidance and training clarification to the Chief of Training on achieving the training objective and standard, avoiding duplication of training requirement.

12.12. CONDUCTS TRAINING:

12.12.1. CONDUCTS LOCAL ORIENTATION TRAINING. Conducts local orientation training IAW AMCR 51-130, C-130 Aircrew Training Manual, documents training on AMC Form 670, and forwards to the Chief of Training.

12.12.2. CONDUCTS UPGRADE TRAINING:

12.12.2.1. CONDUCTS INITIAL QUALIFICATION TRAINING. Conducts initial qualification training IAW formal school lesson plan, documents on AMC Form 670, and forwards to the Operations Officer upon completion of training.

12.12.2.2. CONDUCTS INSTRUCTOR UPGRADE TRAINING. Conducts instructor upgrade training IAW AMCR 51-130, documents on AMC Form 670, and forwards to the Operations Officer upon completion of training.

12.12.2.3. CONDUCTS SPECIAL MISSION TRAINING. Conducts special mission training IAW AMCR 51-130, documents on AMC Form 670, and forwards to the Chief of Training.

12.12.3. CONDUCTS REQUALIFICATION TRAINING. Conducts requalification training IAW recommendation from Stan/Eval, documents on AF Form 8, and forwards to Stan/Eval upon completion of training.

12.12.4. CONDUCTS MISSION QUALIFICATION TRAINING.

12.12.5. CONDUCTS CONTINUATION QUALIFICATION TRAINING.

12.12.6. CONDUCTS UPGRADE/SPECIALIZED TRAINING:

12.12.6.1. CONDUCTS NIGHT VISION GOGGLE TRAINING.

12.12.6.2. CONDUCTS PYROTECHNIC FAMILIARIZATION TRAINING. Conducts pyrotechnic familiarization training for airborne radio operator and helicopter Flight Engineer.

12.12.6.3. CONDUCTS AIRCRAFT WEIGHT AND BALANCE TRAINING. Conducts aircraft weight and balance training for copilot upgrading to aircraft commander.

12.12.6.4. CONDUCTS RESCUE KIT DELIVERY TRAINING. Conducts rescue kit delivery training for airborne radio operator.

12.12.6.5. CONDUCTS AIRCRAFT EMERGENCY TRAINING. Conducts aircraft emergency equipment and emergency exit training to HC-130 aircrew member.

12.12.6.6. CONDUCTS SCANNER FAMILIARIZATION TRAINING.

12.13. ANALYZES AND EVALUATES TRAINING ACCOMPLISHMENT.

12.14. INVENTORIES TEST/MATERIAL.

12.15. MAINTAINS TRAINING RECORD.

12.16. CONDUCTS PROFICIENCY EVALUATION.

12.17. ENSURES CERTIFICATION.

12.18. EVALUATES GROUND AND FLIGHT TRAINING PROGRAM.

12.19. ASSESSES STUDENT PROGRESS.

12.20. ATTENDS TRAINING CONFERENCE/SEMINAR:

12.20.1. PERFORMS TRAVEL.

12.20.2. PREPARES FOR CONFERENCE/SEMINAR.

12.20.3. ATTENDS CONFERENCE/SEMINAR.

12.21. COMPLETES GRADUATE PROGRESS SURVEY FORM.

12.22. PERFORMS NONFLYING SUPPORT:

12.22.1. STORES AND MAINTAINS LOADMASTER TRAINING EQUIPMENT. Removes equipment required for mission, repacks, repairs as required, and returns equipment to bench stock.

12.22.2. FABRICATES EQUIPMENT. Fabricates training parabundle and freefall bundle package, MA-1 land/water kit, and V-Bag.

12.22.3. ORDERS EQUIPMENT AND SUPPLY ITEM. Orders equipment and supply item through Base Supply and maintains suspense file.

12.22.4. RECEIVES EQUIPMENT AND SUPPLY ITEM. Signs receipt or order, verifies order against suspense file to ensure correct order, annotates suspense control card, and stores order in bench stock.

12.22.5. PROCESSES TURN-IN. Processes accountable item turn-in to Supply.

12.22.6. PERFORMS DZCO DUTIES. Performs DZCO duties for aerial deliveries, controls the drop, and acts as liaison with the aircraft.

12.22.7. PERFORMS FUNCTIONAL CHECK FLIGHT (FCF). Performs FCF and coordinates with maintenance.

12.22.8. MAINTAINS AIRCREW PUBLICATION LIBRARY. Updates aircrew publication, flight manual, operational manual, and technical order; reviews and recommends change to publications within two weeks of a noted discrepancy.

12.22.9. MANAGES AND MAINTAINS COMBAT REPAIR KIT.

12.22.10. PERFORMS TDY TRAVEL. Performs TDY travel to accomplish official job related duties.

12.22.11. ASSISTS IN DEVELOPING EXECUTION PLAN FOR ROUTINE EXERCISE:

12.22.11.1. REVIEWS EXERCISE PLAN. Reviews, coordinates, and provides input to exercise plan.

12.22.11.2. ATTENDS EXERCISE MEETING.

12.22.11.3. PROVIDES INPUT TO EXERCISE AFTER-ACTION REPORT.

12.22.12. PROVIDES INPUT TO CONUS DEPLOYMENT/EXERCISE REPRESENTATIVE:

12.22.12.1. REVIEWS DEPLOYMENT/EXERCISE PLAN. Reviews, coordinates, and provides input to ORI/AFT deployment/exercise plan.

12.22.12.2. ATTENDS DEPLOYMENT/EXERCISE MEETING.

12.22.12.3. PROVIDES INPUT TO DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.

12.22.13. PROVIDES INPUT TO OVERSEAS DEPLOYMENT/EXERCISE REPRESENTATIVE:

12.22.13.1. REVIEWS DEPLOYMENT/EXERCISE PLAN. Reviews, coordinates, and provides input to deployment/exercise plan.

12.22.13.2. ATTENDS DEPLOYMENT/EXERCISE MEETING.

12.22.13.3. PROVIDES INPUT TO DEPLOYMENT/EXERCISE AFTER-ACTION REPORT.

13. AIRBORNE COMMUNICATION:

13.1. PERFORMS AIRBORNE COMMUNICATION FLYING/GROUND TRAINING:

13.1.1. PERFORMS AIRBORNE COMMUNICATION FLYING TRAINING:

13.1.1.1. DETERMINES COMSEC REQUIREMENT:

13.1.1.1.1. OPENS SAFE.

13.1.1.1.2. PERFORMS INVENTORY. Performs COMSEC inventory as required by regulation.

13.1.1.1.3. OBTAINS MATERIAL. Obtains COMSEC material, signs for material, and places in classified material envelope.

13.1.1.1.4. PREPARES COMSEC EQUIPMENT. Keys in COMSEC equipment for use during preflight.

13.1.1.1.5. CLOSES SAFE.

13.1.1.2. PREPARES FOR BRIEFING. Establishes objective, selects the scenario, prepares briefing, pre-mission planning, and performs preparation for flight.

13.1.1.2.1. PREPARES EVALUATOR COMMUNICATION SPECIALIST (EK) BRIEFING.

13.1.1.2.2. PREPARES INSTRUCTOR COMMUNICATION SPECIALIST (IK) BRIEFING.

13.1.1.2.3. PREPARES MISSION COMMUNICATION SPECIALIST (MK) BRIEFING.

13.1.1.3. CONDUCTS/ATTENDS BRIEFING:

13.1.1.3.1. CONDUCTS/ATTENDS EK BRIEFING.

13.1.1.3.2. CONDUCTS/ATTENDS IK BRIEFING.

13.1.1.3.3. CONDUCTS/ATTENDS MK BRIEFING.

13.1.1.4. PERFORMS PREFLIGHT. Checks and verifies aircraft readiness, maintenance/service condition, and the exterior and interior.

13.1.1.4.1. PERFORMS EK PREFLIGHT.

13.1.1.4.2. PERFORMS IK PREFLIGHT.

13.1.1.4.3. PERFORMS MK PREFLIGHT.

13.1.1.5. STARTS TAXI AND TAKES OFF:

13.1.1.5.1. STARTS EK TAXI AND TAKES OFF.

13.1.1.5.2. STARTS IK TAXI AND TAKES OFF.

13.1.1.5.3. STARTS MK TAXI AND TAKES OFF.

13.1.1.6. FLIES MISSION. Flies mission and briefs in-flight critique, when applicable.

13.1.1.6.1. FLIES EK MISSION.

13.1.1.6.2. FLIES IK MISSION.

13.1.1.6.3. FLIES MK MISSION.

13.1.1.7. PERFORMS POST FLIGHT. Completes AFTO Form 781, AFORMS Aircrew/Mission Flight Data Document, and coordinates with Maintenance.

13.1.1.7.1. PERFORMS EK POST FLIGHT.

13.1.1.7.2. PERFORMS IK POST FLIGHT.

13.1.1.7.3. PERFORMS MK POST FLIGHT.

13.1.1.8. PERFORMS DEBRIEF. Assesses accomplished objective and debriefs flight.

13.1.1.8.1. PERFORMS EK DEBRIEF.

13.1.1.8.2. PERFORMS IK DEBRIEF.

13.1.1.8.3. PERFORMS MK DEBRIEF.

13.1.1.9. PERFORMS POST FLIGHT COMSEC REQUIREMENT. Returns and destroys COMSEC material after mission is completed.

13.1.1.9.1. OPENS SAFE.

13.1.1.9.2. PERFORMS INVENTORY.

13.1.1.9.3. RETURNS COMSEC MATERIAL.

13.1.1.9.4. CLOSES SAFE.

13.1.1.9.5. DESTROYS MATERIAL. Destroys out-of-date COMSEC material as required by regulation.

13.1.2. PERFORMS AIRBORNE COMMUNICATIONS GROUND TRAINING:

13.1.2.1. SATISFIES SIMULATOR REQUIREMENT.

13.1.2.2. RECEIVES PHYSIOLOGICAL TRAINING.

13.1.2.3. RECEIVES EGRESS AND HARNESS HANGING TRAINING.

13.1.2.4. RECEIVES RECORD REVIEW.

13.1.2.5. RECEIVES INTELLIGENCE TRAINING.

13.1.2.6. RECEIVES AIRBORNE MISSION COMMANDER'S TRAINING.

13.1.2.7. RECEIVES ELECTRONIC WARFARE TRAINING.

13.1.2.8. RECEIVES WARTIME SAFE PASSAGE TRAINING.

13.1.2.9. RECEIVES LIFE SUPPORT TRAINING.

13.1.2.10. RECEIVES CHEMICAL WARFARE TRAINING.

13.1.3. TAKES EXAMINATION. Takes examination given by the Standardization and Evaluation office.

13.1.3.1. TAKES OPEN BOOK EXAMINATION.

13.1.3.2. TAKES CLOSED BOOK EXAMINATION.

13.1.3.3. TAKES MARSHALLING EXAMINATION.

13.2. ADMINISTERS AIRBORNE COMMUNICATIONS STAN/EVAL PROGRAM:

13.2.1. DEVELOPS POLICY AND PROCEDURE:

13.2.1.1. DEVELOPS DIRECTIVE. Researches applicable document, develops draft, coordinates draft, proofreads draft, and obtains approval.

13.2.1.2. REVISES PUBLICATION:

13.2.1.2.1. CONDUCTS PUBLICATION REVIEW.

13.2.1.2.2. PROCESSES RECOMMENDATION FOR CHANGE.

13.2.1.2.3. ATTENDS HHQ REVIEW CONFERENCE.

13.2.2. PERFORMS SAV. Performs SAV in support of Air Rescue Service.

13.2.3. PROVIDES INPUT TO QUARTERLY FCB. Researches and provides input to Quarterly FCB to Chief, Stan/Eval.

13.2.4. PREPARES BRIEFING. Prepares briefing for Stan/Eval meeting during UTA.

13.2.5. PREPARES INPUT FOR MEETING. Prepares input for monthly commanders meeting, prior to UTA.

13.2.6. PERFORMS AERIAL COMMUNICATION FLIGHT EVALUATION:

13.2.6.1. PREPARES EVALUATION WORKSHEET. Prepares worksheet for Aerial Communication position and types evaluation to be performed.

13.2.6.2. BRIEFS EXAMINEE. Briefs examinee on purpose of flight check and grading criteria, ensures all prerequisites have been met, and ensures scheduled flight time is understood.

13.2.6.3. PERFORMS AMC EVALUATION. Performs AMC evaluation for Aerial Communication position prior to mission briefing and after mission debriefing.

13.2.6.4. DOCUMENTS EVALUATION RESULT. Documents the results of the evaluation examination.

13.2.6.5. CONDUCTS POST-MISSION DEBRIEFING. Conducts post-mission debrief through discussion of the examination results between the examiner and examinee.

13.2.6.6. CONDUCTS SUPERVISORY DEBRIEFING. Debriefs the Chief, Stan/Eval or Operations Officer on each evaluation examination.

13.2.6.7. DOCUMENTS AIRCREW QUALIFICATION. Documents required training on AF Form 8, Certificate of Aircrew Qualification, forwards to Chief, Stan/Eval and Squadron Commander for additional indorsement, obtains signature of examinee on AF Form 8, and files in Flight Evaluation Folder.

13.2.6.8. TRACKS ADDITIONAL TRAINING COMPLETION. Updates additional training log or computer product of additional training completion.

13.2.6.9. REEVALUATES DEFICIENT AREA:

13.2.6.9.1. REACCOMPLISHES EVALUATION. Reaccomplishes evaluation on deficient items.

13.2.6.9.2. DOCUMENTS AIRCREW QUALIFICATION. Documents required retraining on AF Form 8, obtains Chief, Stan/Eval and Squadron Commander indorsement, obtains signature of examinee on AF Form 8, and files in FEF.

13.2.6.10. MAINTAINS AND REVIEWS FEF. Documents FEF after every written test or flying evaluation and removes outdated material.

13.2.7. PREPARES TREND ANALYSIS. Prepares trend analysis and submits to Chief, Stan/Eval and reviews for corrective action.

13.2.8. PERFORMS AIRCREW TESTING:

13.2.8.1. ADMINISTERS EXAMINATION:

13.2.8.1.1. CONDUCTS CLOSED BOOK EXAMINATION.

13.2.8.1.2. CONDUCTS OPEN BOOK EXAMINATION.

13.2.8.1.3. CONDUCTS INSTRUCTOR EXAMINATION.

13.2.8.1.4. CONDUCTS MARSHALLING EXAMINATION.

13.2.8.2. GRADES EXAMINATION:

13.2.8.2.1. GRADES CLOSED BOOK EXAMINATION.

13.2.8.2.2. GRADES OPEN BOOK EXAMINATION.

13.2.8.3. REVIEWS EXAMINATION. Reviews missed examination questions with examinee and shows source of correct answer.

13.2.8.4. DOCUMENTS EXAMINATION RESULT.

13.2.8.5. REVIEWS MQF.

13.2.8.6. UPDATES MQF.

13.2.8.7. DEVELOPS OR UPDATES AIRCREW EXAMINATION.

13.2.9. PREPARES AF FORM 847, RECOMMENDATION FOR CHANGE OF FLIGHT PUBLICATION (FLIGHT OPERATIONS):

13.2.9.1. PREPARES AF FORM 847. Prepares AF Form 847 to document the recommended change to a T.O. or directive.

13.2.9.2. FORWARDS TO UNIT AF FORM 847 MONITOR. Forwards AF Form 847 to unit monitor for review.

13.2.10. MANAGES FCIF FOR AERIAL COMMUNICATION:

13.2.10.1. REVIEWS INFORMATION. Reviews message, letter, verbal communication for inclusion in FCIF.

13.2.10.2. INITIATES FCIF ITEM. Initiates information item for FCIF.

13.2.10.3. REVIEWS FCIF. Performs annual FCIF review and deletes items no longer applicable.

13.2.11. MANAGES AIRBORNE COMMUNICATION STAN/EVAL REVIEW AND CERTIFICATION BOARD:

13.2.11.1. NOTIFIES ATTENDEE. Notifies aerial communication technician when they are required to meet the board.

13.2.11.2. PREPARES INPUT TO STAN/EVAL BOARD. Prepares input for the board for reclassification or disqualification action.

13.2.11.3. ATTENDS STAN/EVAL BOARD.

13.2.11.4. MONITORS UNIT REVIEW AND CERTIFICATION BOARD.

13.2.11.5. INITIATES RECLASSIFICATION OR DISQUALIFICATION ACTION.

13.2.11.6. REVIEWS DISQUALIFICATION ACTION. Reviews, coordinates, and forwards reclassification on disqualification action to Chief, Stan/Eval and Squadron Commander.

13.2.12. REVIEWS INCOMING FEF. Reviews FEF for all newly assigned aircrew member to determine eligibility period, past experience, needed evaluations, and required special training.

13.2.13. MONITORS EVALUATION REQUIREMENT. Tracks evaluation requirement from eligibility zone by grease board, computer program, or other local methods.

13.2.14. DEVELOPS OR UPDATES EVALUATION PROFILE OR SCENARIO.

13.2.15. PROVIDES REGULATION UPDATE. Provides input to unit supplement to AMC Regulation 55-56, C-130 Air Rescue Operations.

13.2.16. MAINTAINS COMMUNICATION SYSTEM OPERATOR IN-FLIGHT GUIDE:

13.2.16.1. CREATES IN-FLIGHT GUIDE. Creates, coordinates, prints, and disseminates the CSO In-Flight Guide.

13.2.16.2. UPDATES IN-FLIGHT GUIDE. Updates, coordinates, prints, and disseminates the CSO In-Flight Guide.

13.2.17. ATTENDS STAN/EVAL CONFERENCE.

13.3. AIRBORNE COMMUNICATIONS SCHEDULING:

13.3.1. CONTACTS STAN/EVAL. Contacts Stan/Eval to determine evaluations to be completed on next month's monthly schedule and forwards to the Chief of Scheduling.

13.3.2. REVIEWS FLYING TRAINING CURRENCY SHEET. Reviews flying training currency sheet provided weekly from AFORMS to determine the types of missions the CSOs require for local training and provides input to the Chief of Scheduling.

13.3.3. REVIEWS AMC 670 FOLDER. Reviews AMC 670 folder to determine upgrade training required.

13.3.4. SCHEDULES NON-UTA MISSION:

13.3.4.1. COMPLETES MONTHLY SCHEDULE:

13.3.4.1.1. REVIEWS INDIVIDUAL TRAINING REQUIREMENT. Reviews individual training requirement based upon scheduled mission.

13.3.4.1.1.1. REVIEWS REQUIREMENT FOR LOCAL MISSION.

13.3.4.1.1.2. REVIEWS REQUIREMENT FOR CROSS COUNTRY MISSION.

13.3.4.1.2. DETERMINES AVAILABILITY OF CSO. Contacts each CSO to determine availability for scheduled mission.

13.3.4.1.2.1. DETERMINES AVAILABILITY FOR LOCAL MISSION.

13.3.4.1.2.2. DETERMINES AVAILABILITY FOR CROSS COUNTRY MISSION.

13.3.4.1.3. DETERMINES PAY STATUS:

13.3.4.1.3.1. DETERMINES PAY STATUS FOR LOCAL MISSION. Determines pay status of each CSO by coordinating with Air Operations Supervisor and obtains additional pay resources from Air Operations Officer as required.

13.3.4.1.3.2. DETERMINES PAY STATUS FOR CROSS COUNTRY MISSION. Determines type of pay resource required for mission and provides input to the Chief of Scheduling.

13.3.4.1.4. COMPLETES MONTHLY SCHEDULE. Completes monthly schedule and returns to Scheduling.

13.3.5. PROVIDES INPUT TO DEVIATION IN SCHEDULE. Reviews training requirement, contacts individual for availability, reviews pay status, identifies individual for mission, and provides Scheduling with name of CSO.

13.3.6. NOTIFIES EMPLOYER. Notifies employer by letter for active duty commitment.

13.3.7. PROVIDES CSO FOR UNSCHEDULED SAR MISSION. Determines qualification for mission, contacts individual for availability, identifies individual for mission, and provides name of CSO to mission commander.

13.3.8. PROVIDES CSO FOR DEPLOYMENT/EXERCISE:

13.3.8.1. ATTENDS MEETING. Attends meeting, reviews plan, determines communication requirement, determines COMSEC requirement, determines training to be accomplished, and determines number of CSOs required on mission.

13.3.8.2. REVIEWS FLYING TRAINING CURRENCY SHEET. Reviews flying training currency sheet to determine order of selection for contacting CSOs.

13.3.8.3. REVIEWS AMC 670 FOLDER.

13.3.8.4. CONTACTS CSO. Contacts CSOs to fill mission requirement.

13.3.8.5. PROVIDES INPUT TO THE CHIEF OF SCHEDULING.

13.3.8.6. NOTIFIES EMPLOYER. Notifies employer of active duty commitment.

13.3.9. SCHEDULES UTA MISSION:

13.3.9.1. ATTENDS MEETING. Attends meeting with Chief of Scheduling and Chief of Training to determine which CSO will fly on UTA mission, discusses type of mission scheduled, and selects CSO based on ground

training requirements already scheduled.

13.3.9.2. CONTACTS CSO. Contacts CSO selected for UTA mission.

13.3.10. ASSISTS AVIONICS MAINTENANCE:

13.3.10.1. PERFORMS GROUND CHECK. Performs ground check of airborne communication equipment as required by Maintenance.

13.3.10.2. COORDINATES WITH MAINTENANCE. Coordinates with Maintenance on items reported on AFTO Form 781 as required for clarification.

13.3.10.3. ASSISTS IN ACQUISITION OF COMMUNICATION EQUIPMENT. Assists in determining the feasibility of new communication equipment for the aircraft.

13.4. PERFORMS AIRBORNE COMMUNICATION OPERATIONS TRAINING:

13.4.1. PREPARES COMMUNICATIONS SPECIALIST TRAINING PLAN:

13.4.1.1. COORDINATES COMMUNICATIONS SPECIALIST TRAINING PLAN.
Coordinates development of training plan and priority with the Chief of Training and coordinates with other operations work center functions for input.

13.4.1.2. PREPARES PLAN. Compiles input and prepares training plan.

13.4.1.3. PUBLISHES PLAN. Publishes training plan.

13.4.1.4. REVISES TRAINING PLAN. Reviews plan, coordinates changes with work center personnel, and makes revision to training plan.

13.4.2. PREPARES INDIVIDUAL TRAINING REQUIREMENT:

13.4.2.1. REVIEWS NEWLY ASSIGNED COMMUNICATIONS SPECIALIST RECORD:

13.4.2.1.1. ASSESSES NEWLY ASSIGNED COMMUNICATIONS SPECIALIST RECORD. Reviews record and determines qualification training necessary to make or sustain MR status and forwards record to the Chief of Training for review.

13.4.2.1.2. ASSESSES COMMUNICATIONS SPECIALIST QUALIFICATION. Reviews mission communications specialist, instructor communications specialist, or evaluation communications specialist status of member and the appropriate training requirement.

13.4.2.2. REVIEWS UNIT LEVEL FLYING TRAINING UPGRADE SYLLABUS. Reviews all CSO upgrade training syllabus, coordinates syllabus with appropriate work center personnel and communications specialist, and makes change as required.

13.4.2.3. PREPARES OUTLINE OF TRAINING REQUIREMENT. Prepares outline of individual training requirement, forwards to the Chief of Training for approval, and then coordinates training requirement with appropriate office.

13.4.2.4. REVIEWS MASTER TRAINING TABLE ASSIGNMENT LIST. Requests list of Communications Specialist from AFORMS, reviews for accuracy, corrects discrepancy as required, and forwards to appropriate office.

13.4.2.4.1. REVIEWS GROUND TRAINING LIST.

13.4.2.4.2. REVIEWS FLIGHT TRAINING LIST.

13.4.2.5. UPDATES TRAINING TABLE. Updates training table, coordinates with appropriate office, and forwards to the Chief of Training or the Chief of Scheduling, as appropriate.

13.4.2.5.1. UPDATES TRAINING TABLE FOR GROUND TRAINING.

13.4.2.5.2. UPDATES TRAINING TABLE FOR FLIGHT TRAINING.

13.4.2.6. REVIEWS AFORMS TRAINING PRODUCT. Requests individual training summary report and reviews status of communications specialist.

13.4.3. REQUESTS FORMAL SCHOOL:

13.4.3.1. DETERMINES STUDENT AVAILABILITY.

13.4.3.2. PREPARES REQUEST. Prepares request for formal school and forwards to Base Training Office.

13.4.3.3. NOTIFIES STUDENT OF SCHOOL AVAILABILITY. Notifies student of school availability after receiving notice from the Base Training Office.

13.4.4. MONITORS COMMUNICATIONS SPECIALIST TRAINING STATUS:

13.4.4.1. PREPARES GROUND TRAINING MAKEUP LETTER. Prepares ground training makeup letter for individual missing UTA, forwards to the Squadron Commander for approval, notifies individual, and files copy with the Air Operations Supervisor.

13.4.4.2. REVIEWS CONTINUOUS TRAINING EVENT COMPLETION. Reviews training accomplishment form for discrepancy, makes correction as required, and annotates for AFORMS update.

13.4.4.3. REVIEWS AMC FORM 670, AIRCREW TRAINING FOLDER. Reviews AMC Form 670 for completeness and notifies the Chief of Training when additional sorties are required to complete training.

13.4.4.4. DOCUMENTS COMPLETED UPGRADE TRAINING PROGRAM SYLLABUS. Documents completed upgrade training program, notifies appropriate Operations work center, and routes to the Chief of Training.

13.4.4.5. NOTIFIES INDIVIDUAL OF TRAINING DEFICIENCY. Notifies individual of training deficiency and corrective action to be taken.

13.4.4.6. SUBMITS WAIVER REQUEST. Submits request for waiver to training requirement to the Chief of Training.

13.4.4.7. REVIEWS COMMUNICATIONS SPECIALIST QUALIFICATION. Reviews record and determines mission communications specialist, instructor communications specialist, or Stan/Eval communications specialist examiner status of member and appropriate training requirement.

13.4.4.8. UPDATES PQI. Reviews PQI and updates and notifies the Chief of Training.

13.4.4.9. MONITORS FORMAL SCHOOL TRAINING. Monitors individual attending formal school training by calling school to check training progress.

13.4.5. EVALUATES TRAINING PROGRAM. Evaluates training program and provides technical guidance and training clarification to the Chief of Training on achieving the training objective and standard avoiding duplication of training requirement.

13.4.6. CONDUCTS TRAINING:

13.4.6.1. CONDUCTS LOCAL ORIENTATION TRAINING. Conducts local orientation training IAW AMCR 51-130, C-130 Aircrew Training Manual, documents training on AMC Form 670, and forwards to the Chief of Training.

13.4.6.2. CONDUCTS UPGRADE TRAINING:

13.4.6.2.1. CONDUCTS INITIAL QUALIFICATION TRAINING. Conducts initial qualification training IAW formal school lesson plan, documents on AMC Form 670, and forwards to the Operations Officer upon completion of training.

13.4.6.2.2. CONDUCTS INSTRUCTOR UPGRADE TRAINING. Conducts instructor upgrade training IAW AMCR 51-130, documents on AMC Form 670, and forwards to the Operations Officer upon completion of training.

13.4.6.2.3. CONDUCTS SPECIAL MISSION TRAINING. Conducts special mission training IAW AMCR 51-130, documents on AMC Form 670, and forwards to the Chief of Training.

13.4.6.3. CONDUCTS REQUALIFICATION TRAINING. Conducts requalification training IAW recommendation from Stan/Eval, documents on AF Form 8, and forwards to Stan/Eval upon completion of training.

13.4.7. ATTENDS TRAINING CONFERENCE/SEMINAR:

13.4.7.1. PERFORMS TRAVEL.

13.4.7.2. PREPARES FOR CONFERENCE/SEMINAR.

13.4.7.3. ATTENDS CONFERENCE/SEMINAR.

13.4.8. COMPLETES GRADUATE PROGRESS SURVEY FORM.

INDIRECT: Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance and Cleanup. See AFMS 00AA for the Standard Indirect Description.

STANDARD MANPOWER TABLE												

WORK CENTER/FAC
OPERATIONS STAFF/3100-BB
Air Rescue and Recovery Units

APPLICABILITY MAN-HOUR RANGE

2840.16 - 4733.60

AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Flight Instructor	01025/ 01035	CIV	6	6	7	7	7	8	8	9	9
Navigator	01545	CIV	2	2	2	2	2	2	2	2	2
Flight Engineer	A11300	CIV	6	7	7	7	8	8	9	9	9
Loadmaster	A11400	CIV	3	3	3	4	4	4	4	4	5
Aerial Comm Tech	AK11600	CIV	2	2	2	2	2	2	2	2	2
TOTAL			19	20	21	22	23	24	25	26	27
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Flight Instructor	01025/ 01035	CIV	9	10	10	10	11				
Navigator	A11300	CIV	2	2	2	3	3				
Flight Engineer	A11400	CIV	10	10	10	10	10				
Loadmaster	A11400	CIV	5	5	5	5	5				
Aerial Comm Tech	AK11600	CIV	2	2	3	3	3				
TOTAL			28	29	30	31	32				

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